

WITHAM FRIARY VILLAGE HALL END OF HIRE CHECKLIST

Thank you for hiring Witham Friary Village Hall.

In order to ensure the safety and comfort of future hirers we ask that you check the following items before you leave the hall:

ITEM
Check that overall premises are left in a clean and tidy condition
Wipe down bar area and sink. Ensure kitchen is clean, the dishwasher is emptied and turned off at the wall. All crockery, cutlery, utensils, pans etc that have been used should be returned to their correct storage. Please take any hall tea towels used, wash them and return them clean.
Sweep floors using "dry mops" provided. If necessary, wet mop floors using appropriate mops and buckets. Red for toilets, Blue for kitchen, Yellow for general use.
Wipe any tables and chairs that you have used and replace to their storage areas.
Ensure that toilets are left in a clean condition. WCs flushed, wash basins clean, bins emptied, toilet paper replaced if needed.
All external doors locked and secure.
Any items which have been moved temporarily from their usual positions must be replaced.
Interior rubbish bins emptied including paper towel bins in toilets.
Rubbish should be bagged and left in the dustbins provided outside. Recycling placed in the appropriate recycling containers, or preferably taken away.
All lights turned off
Sound system turned off.

Thank you for your Co – operation.

Witham Friary Village Hall Committee