



End of Hire Checklist

Tables & Chairs

Please ensure all tables are wiped clean at the end of the hire.

Sanitising spray and wipes are provided.

Return all chairs and tables to their correct places at the end of the hire.

Toilets

Please ensure all toilets are left clean at the end of the function.

Sanitising spray and wipes are provided.

Please do not leave dirty nappies in the bins, wrap, and dispose of in the outside black bin in the bin store.

The Hall and Kitchen

Sweep hall floor and kitchen floor and wipe/mop up any spillages.

Large broom and floor mop in hall chair/table store cupboard.

Dustpan and brush under main sink in kitchen.

Check that nothing has been left in oven (if used) or in fridge/freezer.

Ensure any leftover food items are removed and taken away at the end of the hire.

Disposal of rubbish

There are 2 rubbish bins in the kitchen.

- Black for General Waste. Use for wet paper towels, general waste etc.
- Blue for Dry Recyclables. Use for paper, cardboard, rinsed out cans etc.
- We also encourage you where possible, to minimise food waste and compost any scraps wherever possible. **Please do not leave food in the bins.**
- Please consider the environment and reduce, reuse, and recycle whenever you can!

Please put rubbish sacks in the outside bin store – key to the bin store is in kitchen cupboard top left above the main sink in the kitchen in a saucer on bottom shelf.

Fresh rubbish sacks are in the cupboard under the main sink in the kitchen.

Money and other Valuables

Please ensure that no money or other valuables have been left in the hall. There are no facilities (eg safe) to secure such items.

Finally, please lock up having checked that the rear fire exit in the Main Hall is firmly secured and locked.

We are a Community Building and rely on the good will of our users to keep the building in good working order. As a user you have already agreed to do this through our Hiring Agreement. If there are any problems, please let us know.