

## ILSINGTON VILLAGE HALL – HIRER'S CHECK LIST

The Hirer is responsible for anything that happens during the hire period and must act in accordance with the agreed Terms and Conditions of Hire, including complying with all fire, health/safety and insurance requirements.

We hope you enjoy your time at the hall. At the end of your visit please:

1. Leave the premises clean and tidy including kitchen, toilets and lobby
2. Remove **all** rubbish from the premises and take home with you
3. Wash all crockery, cutlery, glasses, pans, oven trays and put away
4. Wipe down all tables/work surfaces
5. Mop/hoover floors in all rooms used if required
6. Turn off kitchen appliances
7. Return main hall tables and chairs to the cupboard and stack as advised
8. Return meeting room tables and chairs to a board room style layout
9. Turn off lights (excluding toilet and security lights)
10. Close and lock all windows and doors

Hirer Notes:

- ❖ Cleaning materials for the main hall/kitchen are located under the sink in the kitchen. A broom, mop, hoover are located at the far end of the store area behind the main hall
- ❖ Cleaning materials for the meeting room are located under the sink. A small hoover is located next to the sink
- ❖ Please remember to bring your own tea towels, towels, oven gloves etc

Please report any problems, damage or general feedback on your hire to [ilsingtonvhbookings@gmail.com](mailto:ilsingtonvhbookings@gmail.com)