

END OF HIRE CHECKLIST

Sweep the floor, wipe down hard surfaces and equipment (Main Hall).	
Dispose of any rubbish in the rubbish bins situated outside the venue.	
Leave the hall/ meeting room in good order; in the same condition that they found it at the start of the let.	
Remove all of your personal items and those left behind by your guests.	
Clean all kitchen surfaces and turn off any appliances if used.	
Ensure tables & chairs are left as found; ensuring that they do not obstruct doors and emergency exits.	
Check the toilets, ensuring taps are turned off & left in the same condition as they were found.	
Ensure that all users/guests have left the building.	
Close all internal doors.	
Ensure that outside doors and windows are closed, secured.	
Check all switch operated lights are turned off.	
Ensure that the main door is closed and secure.	

Any damage to the Village Hall or its contents must be reported to the Booking Administrator immediately (via Facebook Messenger - [Apples and Pears Nursery](#)).