

CHECKLIST (please read and initial your agreement)	
	Initial here:
RUBBISH All rubbish to be taken home as there is no rubbish collection from the hall.	
TABLES & CHAIRS <u>Main hall:</u> Rectangle tables should be stacked in the trolley at the back of the hall on the right-hand side. 60 black chairs to be stacked 5 high next to the rectangle tables. Meeting room 1: Smaller rectangle tables should be stacked in the trolley and stored as per the photo on the wall. 20 black chairs to be stacked 5 high as per the photo on the wall.	
HEATING & HOT WATER The £1 coin meters for the heating are situated in the corner cupboard in the Meeting room 1. Instructions are listed on the outside of this cupboard. The switch for the hot water to the sink is situated on the wall beside the tea urn. Please ensure the switches to both the hot water and the tea urn are turned off before leaving.	
CLEANING The hall should be clean and tidy when you arrive, and we ask that you leave it clean and tidy when you leave. • Please sweep the floor (brushes, a dustpan and hoover are in the cleaning cupboard situated in the cloakroom area outside the hall) • Please wipe down all surfaces in the kitchen and remove all rubbish. • Please wipe up any spillages with a damp cloth - do not use any cleaning products on the wooden floor. • Please bring your own tea towels	
LIGHTS On vacating the hall, please ensure <u>ALL</u> lights are switched off (especially in the toilets)	

Signed by the person/organisation hiring the hall

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