

## ALL HALL USERS

### Before leaving the Hall please check that you have:

- Removed everything you brought with you
- Swept and cleaned all floors (cleaning products are provided by the hall)
- Put away Tables onto the trolleys and Chairs stacked
- Mopped up any spillages
- Wiped down all surfaces including:
  - Kitchen surfaces, Table tops, Chairs used, Bin lids, Bar
- Cleaned and flushed all toilets
- Wiped sinks & turned off all taps
- Turned off all lights and appliances (except fridge and bottle cooler)
- Washed up and cleaned draining board
- Drained and cleaned Dishwasher and switched off (if used)
- Brushed all mats
- Removed all rubbish (including from the bathroom bins) & taken it home
- Ensured all exit doors are closed securely
- Checked the keys are in the Key Safe and the Key Safe Number does not show the access code
- Checked the outside of the building is clear of rubbish (including cigarette butts) and damage free

This ensures the Hall is ready for other users. **Thank you!**

If this checklist is not completed, or there is damage to the Hall, the Committee reserve the right to withhold a proportional amount of your deposit or levy an additional charge as needed.

#### How to review you hall hire or report damage

We welcome your feedback on your hall hiring experience and any suggestions for improvement. If you notice any damage or wish to bring something to our attention simply email your comments to [info@fritwellvillagehall.co.uk](mailto:info@fritwellvillagehall.co.uk)