

KEINTON MANDEVILLE VILLAGE HALL AND PLAYING FIELD TRUST

Registered charity number 1057420

END OF HIRE CHECKLIST

Thank you for your booking, please be aware this document forms part of our Standard Conditions of Hire and is applicable to ALL users.

At the end of your hire please use this list to ensure that the Village Hall is left in good order, clean, tidy and ready for the next hirer, without the intervention of the Village Hall Committee and/or our cleaners.

If you have paid a deposit this is the list we use to determine if it is returned in full, or if any charges need to be deducted.

General (ALL bookings)

- Any Spillages to be wiped up ☐
- All floors to be swept and cleared of debris ☐
- Tables and chairs to be packed away and stacked according to guidelines in storeroom ☐
- All rubbish to be removed from site ☐
- The venue must be properly locked and secured unless directed otherwise. ☐

Kitchen (ALL bookings)

- All appliances to be left clean and empty ☐
- Sink/draining board to be left clean and empty ☐
- Crockery, glasses and cutlery to be clean and packed away ☐
- All surfaces to be clean and free of debris ☐

Committee/Bar Room (if used)

- Glasses (if used) to be cleaned and packed away ☐
- All surfaces to be clean and free of debris ☐
- Tables and chairs wiped clean ☐

Toilets (ALL Bookings)

- Clean, tidy and clear of rubbish ☐

Outside Area (if used)

- Patio to be tidy and clear of rubbish ☐
- Furniture to be wiped clean and in its original position ☐

Damage/Breakages

Please report any damages or breakages by email to kmvillagehall@gmail.com as soon as possible. This allows us to rectify any problems in a timely manner and ensure that the hall remains in the best condition for all our users.