



# Kilve Village Hall

## **End of Hire Checklist**

- the building is left in a safe, clean and tidy condition
  - tables to be wiped clean and dried
  - tables and chairs left set-up in the Denovan room as per the photographic instructions on the wall
  - other tables stacked in racks and secured using safety strap (again as per photographic instructions on wall)
  - chairs to be stacked maximum of 4 high, legs aligned, as per photographic instructions on the wall
  - children's chairs to be stacked in Denovan room
  - floor of rooms hired to be swept clean
  - any spillages thoroughly cleaned up, with no residues left
  - if used, kitchen to be left clean and tidy
  - if used, dishwasher to be emptied and turned off (see instructions)
  - stage to be left as found
  - stage curtains left closed
  - sound system to be left as found
  - all rubbish to be removed and placed in outside bins (location?)
- any breakages or damage **MUST** be documented, and the bookings officer informed at the earliest opportunity
- blinds to be left as found, all windows closed
- all extra electric heaters in main hall are off
- if used, water heater is turned off
- the main heating temperature control is reset to 17. Please do not alter any of the other controls
- all lights are off
- all waste/recycling and food waste is removed
- all internal doors are shut
- all property brought into the building is removed, unless the Management Committee has allocated storage for it
- the building is properly locked and secured – all doors to be checked securely shut
- any accidents causing personal injury should be recorded in the accident book
- any maintenance required should be noted in the maintenance record book (NB: this does not include any breakages or damage, which must be separately documents and reported to the bookings officer as above)