

# CLIFFORD CHAMBERS VILLAGE HALL

## END OF BOOKING CHECKLIST

Below is a checklist that Hirers must work through to help ensure that the hall is left clean, tidy and secure.

### Main hall and/or committee room

Stack away tables at the back of the Village Hall. Tables should be stacked top to top or base to base to avoid damaging the top surface.	<input type="checkbox"/>
Stack away chairs at the back of the Village Hall. Chairs should be stacked in two row and no more than seven high.	<input type="checkbox"/>

### Toilets

Turn off taps	<input type="checkbox"/>
Flush toilets	<input type="checkbox"/>

### Kitchen (if used)

Turn off cooker	<input type="checkbox"/>
Wipe down kitchen work surfaces, sink/draining board and cooker	<input type="checkbox"/>
Turn off taps	<input type="checkbox"/>
Remove the plugs from the sinks	<input type="checkbox"/>
Turn off electrical appliances at the plug socket (except fridges and freezer)	<input type="checkbox"/>
Empty fridges and freezer of any food bought for the event	<input type="checkbox"/>
Wash, dry and put away crockery and cutlery	<input type="checkbox"/>
Empty dishwasher and put away contents	<input type="checkbox"/>

### Gazebos (if hired)

Disassemble and fold down neatly	<input type="checkbox"/>
Return to Village Hall shed	<input type="checkbox"/>

### General

Bag up and put rubbish in the appropriate bin (main hall, toilets and kitchen)	<input type="checkbox"/>
Close windows (main hall, toilets and kitchen)	<input type="checkbox"/>
Switch off lights (main hall, toilets and kitchen)	<input type="checkbox"/>
Close all fire exits/external doors	<input type="checkbox"/>
Lock external front doors	<input type="checkbox"/>
Shut front gate	<input type="checkbox"/>
Notify the Bookings Secretary if the First Aid Box has been used	<input type="checkbox"/>
Notify the Booking Secretary of any damage or breakages	<input type="checkbox"/>
Return keys as agreed with the Booking Secretary (Single Use Agreements only)	<input type="checkbox"/>