



Iron Acton Parish Hall

Hirers' Checklist Prior to Vacating the Hall

All crockery and cutlery to be washed, dried and put away.

All kitchen equipment to be cleaned and replaced in original position

All electrical appliances to be switched off (except the 2 food fridges)

Fridges to be left on setting 3 and wine chiller to be turned off.

No food or drink to be left in the fridges.

Dishwasher (if used) to be drained as per wall instructions.

The Accident Book and First Aid Kit must be in their correct locations.

All tables to be returned to the storerooms in a clean condition.

Red chairs to be stacked at the designated areas in the storeroom off the main hall and the back storeroom. (No more than 10 high). Chairs must not be dragged across the hall floor but must be moved using the trolleys provided.

Main Hall to be swept and left tidy.

Toilets to be left in a hygienic condition.

Committee Room to be vacuumed and left tidy.

All lights to be switched off. (Toilet and external lights are automatic).

All rubbish to be bagged up and put in the bins outside.

All empty bottles and cans to be separated and recycled.

Check **all** external fire doors are secured and windows closed.

Secure **both** locks to main door.

Failure to observe this checklist may result in a surcharge.