

FRIETH VILLAGE HALL – END OF SESSION CHECK LIST

We hope that you have enjoyed using the hall.

In consideration of other users, this check list is intended to help you ensure that the hall is returned to the condition in which it was hired. Failure to do so may incur loss of deposit or additional cleaning costs.

Thank you for your cooperation.

CHAIRS & TABLES	Tables should be returned to the stands and chairs stacked neatly and safely in the storeroom.
KITCHEN	Kitchen utensils and crockery must be washed, dried and put away. The fridge/freezer should be emptied, cleaned and left ON. The microwave, cooker and hot water urn should be switched OFF.
RUBBISH	Please empty kitchen bin (replacement liner kept under kitchen sink) and remove soiled nappies from the toilets. All rubbish must be removed from the premises and taken home.
CLEANING	The premises must be cleaned, especially the kitchen and toilets, and returned to the condition in which it was hired. Please sweep the hall and kitchen floors.
FIRE	Close all internal fire doors including the kitchen serving hatch doors. Make sure all candles and tea lights have been extinguished and removed from the hall.
ELECTRICAL APPLIANCES	Make sure all lights and electrical appliances are turned off (EXCEPT the fridge, storage heaters and water heater).
DOORS & WINDOWS	All external doors (to the front and side of the building) should be locked and all windows closed. Curtains should be opened.
HALL KEY	Post the hall key through the letterbox or return it to the key safe.
DAMAGE	Please report any damage/breakages to friethvillagehall@gmail.com or 01494 881176