

## 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.

<b>CHAIRS &amp; TABLES</b>	Tables should be returned to the stands and chairs stacked neatly and safely in the storeroom.
<b>KITCHEN</b>	Kitchen utensils and crockery must be washed, dried and put away. The fridge/freezer should be emptied, cleaned and left ON. The cooker and hot water urn should be switched OFF.
<b>RUBBISH</b>	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.
<b>CLEANING</b>	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.
<b>FIRE</b>	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.
<b>ELECTRICAL APPLIANCES</b>	Make sure all lights and electrical appliances are turned off (EXCEPT the fridge, storage heaters and water heater).
<b>DOORS &amp; WINDOWS</b>	All external doors should be locked and windows closed. Curtains should be opened.
<b>HALL KEY</b>	Post the hall key through the letterbox or return it to the key safe.
<b>DAMAGE</b>	Please report any damage/breakages to <a href="mailto:friethvillagehall@gmail.com">friethvillagehall@gmail.com</a> or 01494 881176