



End of Hire Instructions

In the hirers cupboard you will find the following equipment:

- Broom
- **Mop – to be used for emergency spillages only. Please do not mop the wooden floors**
- Dustpan and brush

KITCHEN

- ❖ Empty bin and remove **ALL** rubbish (to be taken away to be disposed of)
- ❖ Wash and correctly stack china on shelves as shown in photo.
- ❖ Wash cutlery and put in correct boxes.
- ❖ Wipe out oven and clean hob
- ❖ Switch off oven switches.
- ❖ Wipe down all surfaces.
- ❖ Switch off all electric sockets.
- ❖ Drain and switch of dishwasher (Instructions on dishwasher)
- ❖ Ensure tables are stacked safely and chain put across.
- ❖ Report all breakages in Hall comments book.

MAIN HALL

- ❖ Return 50 red chairs to original place (**No more than 5 in a stack**)
- ❖ Return cleaned fold-up tables to kitchen storage area (Safely stacked and chained up)
- ❖ Return clean round tables to stage (safely stacked and chained up)
- ❖ Sweep the floor
- ❖ Make sure **ALL** windows and doors are closed.
- ❖ Close window curtains, using cord pulleys.
- ❖ Report any breakages/problems in Hall comments book (located in the kitchen).
- ❖ Turn off ALL lights.
- ❖ Lock door (unless advised otherwise)

BILLIARD ROOM

- ❖ Return 30 red chairs to original place (**No more than 5 in a stack**)
- ❖ Return fold-up tables to kitchen storage area (Safely stacked and chained up)
- ❖ Sweep the floor
- ❖ Make sure **ALL** windows and doors are closed.
- ❖ Close window curtains, using cord pulleys.
- ❖ Report any breakages/problems in Hall comments book (located in the kitchen)
- ❖ Turn off ALL lights
- ❖ Lock door (unless advised otherwise)

ALL AREA'S: ALL RUBBISH TO BE TAKEN AWAY AND DISPOSED OF BY THE HIRER (any rubbish left behind will incur a charge for removal). No rubbish is to be placed in the black wellie bin as this is for our caretakers use only and not to be used by hirers.

Key to be returned as per key collection /return instructions at the end of the hire period

Please note deposit will be returned within 2 weeks of your hire (provided all terms and conditions are adhered to).