

End of Hire Checklist

To keep our hire fee low cost, we ask that you assist us by leaving the hall the way you found it. While a professional cleaner comes each week, your efforts help the next hirer to equally enjoy use of our community hall.

At the end of your hire, please complete this checklist and place it in the key lockbox behind the kitchen door.

- ☐ **FURNITURE:** All furniture stacked in its original position. Chairs in 10s (front row) 15s (back row) x8 stacks in corner - see picture on wall near chairs. Heavy tables around the perimeter, light tables in the rack between bar and chairs. Please wipe over the tables you use - cleaner and cloth in the kitchen.
- ☐ **AV:** TV remote stuck on wall. AV system and TV turned off. Microphones returned to box in kitchen
- ☐ **RUBBISH:** All rubbish taken with you (not left under the deck). New bin bag fitted where you use one
- ☐ **FLOORS:** Swept and if anything wet or sticky also mopped
- ☐ **BATHROOMS:** Toilets left in an acceptable manner. No urine on seats or floors, no faecal matter in bowl
- ☐ **KITCHEN:** Kitchen cleared off all your items. No food left in fridge. All plates, cutlery, glasses returned. Oven off (gas and at wall isolator). Dishwasher drained and off
- ☐ **SWITCHES:** Air conditioner, ceiling fans and lights all off
- ☐ **LOCKED:** All windows locked, in main hall and kitchen. All external doors locked. Please also close the gates to the side door if this was opened.
- ☐ **OUTSIDE:** If your event ventured outside onto the deck please do a scout around the outside of the hall for rubbish and glasses
- ☐ No alcohol consumed (outside of service from our bar)

Please note any issues, breakages, or other feedback:

Name: _____

Date: _____

Signature: _____