

Bretford Village Hall

Est. 1948

bretfordvh@gmail.com

bretfordvh.lemonbooking.com



ALL HIRER RESPONSIBILITIES

As per the booking conditions, please ensure the following to avoid additional post-hire costs:

MAIN HALL

- ✓ Floor fully swept
- ✓ Any spills cleaned and dried
- ✓ All used equipment returned as taken (including cleaned)
- ✓ Stage hoovered (if used)
- ✓ Heater button pushed repeatedly until "off"

TOILETS (including outside if booked in hire)

- ✓ All empty toilet rolls placed in bin
- ✓ All sink areas clean of visible markings made during hire
- ✓ All floors cleared as found
- ✓ Any toilet stains made during hire cleaned with brush as occur
- ✓ All toilets flushed
- ✓ All bin contents poured into main kitchen bin

KITCHEN

- ✓ All surfaces cleaned, wiped and dried
- ✓ All sink areas cleaned and plug holes emptied into bin
- ✓ Drying cloths laid out open (to be collected for cleaning after hire)
- ✓ Floor fully swept, spills cleaned and dried
- ✓ Sink hot water switch "off"
- ✓ Bin bag replaced with new and used waste bag placed in outside bin (1 bag permitted per hire *only*)

GENERAL

- ✓ All lights off, all doors closed, doors you have keys for locked
- ✓ Carpark (and any grass area used) free of rubbish and barrier locked
- ✓ Keys returned to holder and number 'jumbled'

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REPORT ANY HIRE PROBLEMS AS THEY OCCUR / IF HALL WAS NOT AS YOU EXPECTED TO FIND IT ASAP TO:

bretfordvh@gmail.com