

What to do before you leave?

Complete and sign this Departing Checklist and provide feedback.



First Draft	2022
Amended	February 2023
Amended	11 th April 2023
Amended	23 rd October 2023
Amended	21 st January 2024
Amended	

You can find all cleaning equipment in the utility room beyond the bar – please return all equipment after use.

ACTION	Tick/Initial
Nappies must be separately bagged, then empty the waste bins in the kitchen and bar. Put black plastic sacks in the large red refuse bin at the bottom of the access ramp behind the wall at the front of the hall.	
Place plastic and cardboard in the blue lidded bin and take away all glass bottles	
Ensure no rubbish has been dropped on surrounding properties' driveways	
Wipe down all kitchen and bar work surfaces and clean the sinks.	
Switch off, empty and wipe out the urn and kettle.	
Oven – if used remove any food and clean inside and out.	
Wash and return crockery and cutlery to the correct drawers or cupboards.	
Stack chairs on racks correctly (see photo) and return to the storeroom.	
Wipe all tables clean and return trestle tables to the storeroom. If you have used small square tables in the main hall, return them to the meeting room, which should be left set up in boardroom style.	
Leave the storeroom tidy, with tables and chairs stored as you found them.	
Vacuum the carpet in the entrance area and meeting room (if used)	
Sweep the main hall floor and mop any spillages.	
Firmly close all doors and windows (including the FIRE EXIT doors in all of the rooms and back-stage.)	
Switch off sound system and all lights, including the front and rear outside lights.	
Full Name:	
Signature:	
Date:	

**WHEN LEAVING THE HALL, PLEASE TO KEEP NOISE TO A MINIMUM
TO AVOID DISTURBING LOCAL RESIDENTS**

Only when the following conditions are met, will the Hirer be contacted about the return of their deposit:

1. All Hirer requirements have been completed in keeping with BHVH hiring Terms and Conditions
2. This *completed* form has been returned

Thank you!

How did you find Broad Hinton Village Hall?

- ☐ Village Hall Web site
- ☐ Noticed the "Hire Our Hall" sign outside
- ☐ Social Media i.e. Facebook
- ☐ Attended an event
- ☐ Someone told you about the hall
- ☐ Live in the Parish
- ☐ Advert in local paper or other source
- ☐ Wedding website
- ☐ Other – please give details

How satisfied are you with your experience of hiring Broad Hinton Village Hall?

	Booking process	Hiring rates	Appearance/ Maintenance	Cleanliness when you arrived	Facilities eg chairs/tables/ Kitchen/bar
Very Satisfied					
Satisfied					
Neither Satisfied nor Dissatisfied					
Dissatisfied					
Very Dissatisfied					

Please tell us why you scored as you did.