



Broadwas Village Hall

End of Hire Check List

To ensure you meet the obligations set out in the Terms and Conditions you must:

1. Remove all items brought into the Premises for the Function.
2. Tables and chairs are to be put away in the storage room or side alcove as you found them.
3. The floor is swept, vacuumed, and mopped to removing all dirt as required.
4. The Cooker, Fridge/Freezer, or Microwave must be cleaned if used.
5. All toilets will need to be checked and cleaned when required, such as emptying bins and leaving in a good condition.
6. Check all windowsills, behind curtains, windows, tables, and chairs for marks and wipe as needed.
7. All used items belonging to the hall need to be cleaned and put away.
8. All waste, litter, and rubbish must be bagged up and taken home with you.
9. All appliances are turned off before leaving.
10. Check Air Source Heating is turned off (control panel in Kitchen).
11. Check the Water Heater under the left sink is switched off.
12. Check all the Lights are off.
13. If you have repositioned items belonging to the Hall please put them back in their original place.
14. Remember to shut all windows and put the key back after locking the doors.

Please read the Terms and Conditions, which you accepted when booking, for the full Hirer Obligations.

On behalf of the Management Committee thank you for your compliance.

Charges may apply if Terms are breached

Broadwas Village Hall Charity Number: 523106

September 2024