



LANSDOWN HALL & GALLERY

Stroud's Community Venue

CLEANING CHECKLIST FOR HIRERS

Make sure you have completed this list in full before leaving the building.

HALL

- Re-stack chairs into chair trolleys, 30 chairs per trolley, chairs all facing same way.
- Wipe tables clean. Fold round tables and store backstage underneath the shelves.
- Collapse trestle tables and stack in alcove outside main doors
- Remove all decorations used for event
- Clear up any spillages on floor and sweep clean (brushes stored in alcove behind the bar)

STAGE

- Clear stage and remove any rubbish.
- Stage to be left as found: no extensions with steps flush at the sides and skirt in place
- Check nothing has been left under the stage
- Clear rubbish from backstage area and leave tidy

FOYER

- Clear and clean any ticket sales table and chairs
- Remove any posters and merchandise

KITCHEN

- Wash, dry and replace any crockery used

RUBBISH AND EQUIPMENT

- Please take all recycling to the bin store outside the front doors.
- Please remove any equipment you have brought with you unless you have booked and prearranged temporary storage