

## HIRER CHECK LIST

**Note: It is the responsibility of the HIRER to ensure that all persons involved in clearing up the hall are fully aware of the need to hand the hall back to Crondall Village Hall Committee in a neat and tidy "as-found" condition. The following checklist should be completed and signed by the hirer or his/her representative before any damage deposit can be returned.**

**YOUR DEPOSIT MAY BE AT RISK**

<u>Area</u>	<u>Area</u>	<u>Check</u> (tick)
<b>1. Backstage</b>	All lights <b>OFF</b> - rooms/spotlights/outside Stage curtains closed Both emergency exits shut and locked.	
<b>2. Main Hall</b>	PA system locked and switch <b>OFF</b> All lights <b>OFF</b> Extractor fans <b>OFF</b> switch by main hall doors 4 wall heaters <b>OFF</b> - wall switches by each unit Check both emergency exits are shut & locked	
<b>3. Store Room</b>	All lights <b>OFF</b> All chairs <b>neatly</b> stacked on their racks All tables wiped clean <b>neatly</b> stacked	
<b>4. Kitchen</b>	All lights <b>OFF</b> and wall heater <b>OFF</b> Water heaters <b>OFF</b> Cooker clean and off and hood fans switched <b>OFF</b> Fridge emptied, cleaned and left <b>ON</b> Heated cabinet emptied and <b>OFF</b> All ancilliary equipment <b>OFF and STORED</b> Dishwasher - Leave door <b>open</b> Crockery/cutlery cleaned and stored neatly in cupboards Serving hatch doors closed All taps <b>OFF</b>	
<b>5. Committee Room</b>	All lights <b>OFF</b> 2 wall heaters <b>OFF</b> Emergency exit door shut and locked Tables and chairs left out <b>NOT</b> against the wall All taps <b>OFF</b>	
<b>6. Toilets</b>	Any excessive mess cleaned up and disposed of All lights <b>OFF</b> All taps <b>OFF</b>	
<b>7. Entrance Hall</b>	All lights, including porch lights (on timer) <b>OFF</b> All cleaning materials stored neatly in cleaner's cupboard Wall heater <b>OFF</b> Main entrance doors <b>bolted top and bottom, and locked</b>	

Checked by: Name:

Signature:

Date:

**Please return to 6 Glebe Road with the Hall keys**