



Ducklington & Hardwick Village Hall

Charity No. 266806

End of Hire Checklist

Please ensure you go through this checklist and carry out the steps required before you leave the hall. Thank you.

CLEANING

- ☐ Main Hall swept/cleaned and left tidy. Any decorations should be removed
- ☐ Kitchen cleaned and sink and work surfaces wiped down
- ☐ Toilets checked and left clean
- ☐ Any spills, marks or debris removed

FURNITURE AND EQUIPMENT

- ☐ All chairs returned to the storage trolleys
- ☐ All folding tables returned to the storage cupboard
- ☐ Any equipment used returned to its original location

WASTE DISPOSAL

- ☐ All rubbish placed in tied plastic sacks
- ☐ Rubbish placed in the outside bin. Please check kitchen and toilet bins
- ☐ Any excess rubbish removed from site if the bin was full

KITCHEN CHECKS

- ☐ Cooker switched off
- ☐ Dishwasher emptied and switched off
- ☐ Fridge left switched on
- ☐ All taps turned off



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BUILDING SECURITY

- ☐ All windows closed
- ☐ All internal fire doors closed
- ☐ All lights switched off (including toilets)
- ☐ All external doors locked, and key returned to lock box
- ☐ Hall thermostat set to 11°C

FINAL CHECKS

- ☐ All personal belongings removed
- ☐ No damage, breakages or maintenance issues to report

OR

- ☐ Damage, breakages or maintenance issues reported to the Bookings Clerk

For reporting accidents, fire, damage or urgent issues contact the Bookings Secretary on 07913 686616.

Failure to complete the checks in this checklist or leave the Hall in a satisfactory condition may result in additional cleaning or repair charges.