

Facility Name: \_\_\_\_\_

Alarm Code: \_\_\_\_\_

This form must be completed and returned with the key.

<b>Hirer:</b>	
<b>Booking No:</b>	<b>Booking Date:</b>

**EQUIPMENT**

Equipment - (User to supply)	Equipment - (Provided at hall)
Vacuum cleaner	Fringe mop (broom) for wooden floor
Cleaning products	Wet mop and bucket
Rubbish bags	

**CLEANING to be completed AFTER the event**

Hall Area	Kitchen Area
Stack chairs (no more than 6 high)	Wipe bench tops
Return chairs to storage area	Wipe top of stove
Return tables to storage area	Wipe out inside of oven
Sweep floors	Clean sinks
Mop floors	Sweep floor
Remove decorations	Mop floors
Take away rubbish	Wipe cupboards if necessary
	Empty and wipe out refrigerators if necessary

**OTHER CHECKS to be completed AFTER the event**

Outside Venue	Just before you leave
Check perimeters of the building for any rubbish	Lock all doors and windows and set alarm where fitted
<b>Maintenance Issues</b> Please list any repairs / maintenance issues you notice whilst using the hall:	

**If the hall is not left in clean and satisfactory condition an ADDITIONAL CLEANING FEE WILL BE INCURRED.**Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Booking Officer)Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Responsible Hiring Person)