

Fillingham Village Hall Post Event Checklist

Before Leaving the Hall

Hall

- Sweep or Hoover the floor & wipe down tables & chairs as required.
- Return any furniture and cleaning equipment to storage, in accordance with the visual storage standards.

Kitchen

- Wash, dry and put away all items that have been used.
- For large events please use the dishwasher.
- **Empty all bins.**
- **Remove any food & drink you put in the fridge.**
- Empty kettles and water boilers.

Toilets

- Leave toilets, hand basins and floors clean.
- Ensure taps are turned off.
- Flush all toilets.
- Leave the toilet doors closed.

Before You Leave

- All internal doors & windows are closed.
- All lights are switched off.
- **The heating thermostat is returned to 10°C.**
- You have collected all personal belongings.
- You leave the hall quietly and respectfully, considering our neighbours.
- Any damage or breakages are reported to the Booking Clerk.
- **External doors are locked and key returned to key safe.**

Please help us care for our village hall by leaving it clean, tidy and ready for the next users. Failure to do so may result in a cleaning charge or future bookings being refused.

Thank you for your cooperation.