

## FOLKSWORTH, WASHINGLEY AND MORBORNE VILLAGE HALL

### END OF SESSION CHECK LIST

We hope you enjoy using Folksworth Village Hall but before you go, please remember to:

- Put away all tables and chairs in the Main Hall (The Community Room tables and chairs can be left out)
- Clean all used crockery and cutlery
- Store away all used items
- Wipe down all kitchen surfaces including the sink
- Check the toilets are in a clean tidy manor, if not rectify this
- Empty the bins and take your rubbish home (excluding regular users)
- Sweep all floors
- Turn off all lights
- Shut all windows
- Close all fire doors
- Check all exterior doors are locked
- Return the keys to the key box, if applicable
- Close and lock the car park gates, if applicable

In the event of any spillages, mops and buckets can be found in the kitchen.

If any unfortunate breakages occur please advise the secretary, details below.

**Please remember to take all your belongings home, the committee regrets that it cannot be held responsible for any loss, damage or theft of any items belonging to the hirer or their guests.**

The Village Hall Committee reserves the right to inspect the premises at all times even during your hire period.

A responsible member of your party should be familiar with all these important details. These notes have been written as an aid to the Hall and Community Room's utilities – if you are unsure of any item, please contact the hall via **Tel:** 07946 033882 or **Email:** [hire.villagehall@gmail.com](mailto:hire.villagehall@gmail.com)