

HIRING EDLESBOROUGH MEMORIAL HALL

The Edlesborough Memorial Hall successfully operates a 'leave as you wish to find' system. By ensuring you have checked the points below and actioned as necessary, it is hoped that anyone using the hall after your booking will have no complaints.

Failure to leave the hall in a satisfactory condition may affect your deposit being returned in full.

Please complete the form below and return to the Bookings Manager along with the keys. Additional copies of this form will be available on the hall notice board.

Firstly, do you have any comments about the condition of the hall at that start of your hire?

CHECKLIST	ACTIONED please tick ✓
Any used tables and chairs must be wiped down as necessary and returned to the store room with the exception of the two large un-foldable tables which are normally positioned on the left hand side as you first enter the hall.	
Sweep (or if necessary mop) the hall floor after your event. A Hoover is also available for use (stored in the back room through the kitchen area).	
Empty kitchen bin and place black sack along with any other rubbish in the Euro Bin located outside the Memorial Hall.	
Replace black sack in the kitchen bin (additional black sacks can be found in the kitchen drawer under the sink)	
Ensure fridge/freezer and oven have been emptied	
Wipe down all work surfaces and ensure no washing up is left behind	
The thermostat is located above the notice board used by Under Fives. It can be adjusted 'low/medium/high' or 'off'. Feel free to set to your desired temperature but ensure it is switched back to 'low' on your departure.	
Ensure all the toilets are flushed, taps are turned off and the general condition of the toilets is satisfactory for the next user	
Check all lights (double check cubicles!!) are switched off	

Signed : Date: