

EDLESBOROUGH MEMORIAL HALL

CHECKLIST FOR USERS

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 CHECK ALL POINTS on the form below at the end of EVERY BOOKING.

| CHECKLIST | ✓ |
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| <p><u>TABLES & CHAIRS</u></p> <ul style="list-style-type: none"> • Wipe down any used tables and chairs • Return tables and chairs to the store room <ul style="list-style-type: none"> - Please stack the tables and chairs as directed; failure to do so causes inconvenience to other users and can lead to Health & Safety issues • Leave the two large un-foldable tables positioned on the right hand side of the Hall | |
| <p><u>FLOOR</u></p> <ul style="list-style-type: none"> • Sweep or vacuum the hall floor after your event – including the entrance hall • A hoover is also available for use if needed, this is stored in the back room through the kitchen area | |
| <p><u>HEATING</u></p> <ul style="list-style-type: none"> • The thermostat is located above the notice board on the right-hand side of the hall. It can be adjusted 'low/medium/high' or 'off'. • Feel free to set to your desired temperature <u>but ensure it is switched back to 'low' on your departure.</u> | |
| <p><u>TOILETS</u></p> <p>Ensure:</p> <ul style="list-style-type: none"> • <u>all</u> the toilets are flushed • taps are turned off • the general condition of the toilets is satisfactory for the next user • Check all lights (please double check the toilet cubicles two have individual light switches, one is an automatic sensor light) are switched off. | |
| <ul style="list-style-type: none"> • Empty kitchen waste and recycling bins • Place the black sack along with any other rubbish in the Euro Bin located outside the Memorial Hall. NB if the bin is full, please take your rubbish away with you. The key for the outside bins is on the set of hall keys. • Replace black sack in the kitchen bin (additional black sacks can be found in the kitchen drawer under the sink) • Switch off the hot water in the kitchen • Turn off the party lights. | |
| <p>Ensure</p> <ul style="list-style-type: none"> • The fridge/freezer has been emptied • The oven has been emptied and turned off | |
| <ul style="list-style-type: none"> • Wipe down all work surfaces • Ensure no washing up is left behind | |

Thank you for your cooperation. If you feel the hall has not been left in the condition you wish to find it please inform the hall manager, Penny Pataky of your concerns ASAP.

Penny Pataky – 01525 229358 – manager@edlesborough-pc.gov.uk