

# All Hirers

**BEFORE YOU LEAVE THE PAVILION PLEASE ENSURE: -**



Area	Actions	Tick when completed
Hall	Tables wiped clean	
	Food waste wiped off from chairs	
	Chairs stacked safely against the wall (not above black line)	
	Hall and lobby vacuumed throughout (if necessary)	
Kitchen	Kitchen equipment washed up/put away	
	Kitchen work surfaces wiped clean	
	Fridge emptied/ all food left overs taken home	
	Kitchen floor swept/spillages wiped up	
	Tea urn emptied (safely)	
Toilet	Toilets flushed	
	Toilet floor clear of toilet paper	
General	All rubbish bagged and removed from premises	
	Windows shut and locked	
	Lobby Lights turned off	
	Doors locked – touch out with fob	

**Key fob returned to booking secretary unless you are a nominated key holder**