

Leavers Checklist for Bonsall Village Hall

Reviewed 6.1.25 v3



Thank you for choosing to hire / use Bonsall Village Hall

Before you leave

- Please return any equipment used to the correct storage space
- Please leave kitchen clean and tidy, sides and cooker to be wiped down
- All crockery, cutlery, pots, pans to be cleaned and put away.
- Dirty tea towels to be left in the bin which is provided.
- All floors to have large pieces of rubbish picked up and swept
- Rubbish from all bins to be emptied and placed in the bins outside, please place recyclable items in the blue bin or take home to dispose of appropriately.
- Please replace tables and chairs back to where you found them
- Check toilets are clear and problem free
- Check toilet and kitchen sink taps are turned off
- Check all heaters and cookers are turned off
- Check all electrical appliances are turned off or unplugged
- Ensure the refrigerator is empty, turned off and the door left open.
- All lights to be turned off that are not used for security
- Make sure all windows have been closed
- Close and lock internal doors
- Make sure external doors and windows have been secured
- **Please leave the front door key back in the key safe**

Please leave the hall as you find it, so we can enjoy using the facility

Thank you

Bonsall Village Hall Committee