

It is part of your hire contract to clean up the Hall after use.

Your deposit won't be returned **unless** the Hall has been satisfactorily cleaned.

Remember to include time to clear up when booking the Hall.

Here's the check list of things to do:

- Cups and saucers to be washed up and put away. **You may use the dishwasher but please make sure you follow all the instructions carefully.**
- Kitchen surfaces to be wiped down. **Please do not leave any food in the fridge.**
- Lincat hot water heater in the kitchen to be turned off.
- Shutter between the kitchen and the Hall to be closed.
- Hall and kitchen need to be cleaned. There are brooms, vacuum cleaner, and a dustpan and special brushes for the new floor available for use in the cupboard in the corner of the Hall to the left of the kitchen hatch.
- You must **take away** your own rubbish.
- All furniture to be left as shown on the plan.
- Chairs to be stacked (in piles of six), facing the wall, in the positions shown on the plan; not in front of the radiators or doors please.
- Do not drag chairs across the floor. Only move chairs with the 'chair mover' – or lift them individually.
- Small tables to be stacked in threes, with the red edges matching, and left in the position shown on the plan.
- Large tables to be replaced in the cupboard, all with the table tops towards the back of the cupboard.
- Please wipe up any spills on the floor and try to avoid scuffs.
- All lights must be turned off, including in the disabled toilet. The lights in the non-disabled toilets are automatic.
- The glass Link doors to be locked.
- Hall-keys: please return immediately after use.

Most of it is common sense, and leaves the Hall as clean and tidy as you would like to find it.

If you have a problem please contact me:

Telephone: 07561 836 695

Email: JanetMiller.lch@gmail.com

Many thanks.

Mrs Janet Miller