
 **SAMLESBURY** 
WAR MEMORIAL HALL

END OF HIRE CHECKLIST

Tables & Chairs

Please ensure all tables are wiped clean at the end of the hire.

Return all chairs and tables to their correct places at the end of the hire.

Toilets

Please ensure all toilets are left clean before leaving.

Please do not leave dirty nappies in the bins. Wrap and dispose of them in the skip at the side of the building near the Centenary Garden.

The Hall and Kitchen

Wipe down all surfaces.

Sweep the hall floor and the kitchen floor and wipe/mop up any spillages.

Brushes and Vacuum cleaners are in the storeroom, mop and bucket in the kitchen.

Check that nothing has been left in the oven (if used) or in the fridge. If the fridge has been used, please leave the door ajar using the wedges provided.

Cups and any other kitchen utensils should be properly washed, dried and put back in place. If using the dishwasher, please unload after use.

Committee Rooms

If necessary, vacuum the carpet.

Vacuum cleaner is kept in the storeroom.

Disposal of Rubbish

Regular users: Please ensure all bins are emptied. Rubbish can be placed in the skip at the side of the building near the Centenary Garden.

Large events and parties: Please take your rubbish away as the hall does not have the facilities to deal with large amounts of waste.

Please consider the environment and reduce, reuse, and recycle whenever you can!

We are unable to collect recyclable waste, please take this home with you for recycling.

Valuables

Please ensure that you take all your possessions away with you.

Leaving the Building Secure

Please ensure that all windows and fire doors are secure. Finally ensure that the lock on the main entrance door is active and that it is fully locked and secure before leaving the premises.

We are a Community Building and rely on the good will of our users to treat the venue with respect. As a user you have already agreed to do this through our Hiring Agreement.

If you encounter any problems, please let us know as soon as possible with photos if applicable. Contact details are next to the main entrance door.