

Benington Village Hall – Hire check list

Hall and Poppy Room		Pre-hire checklist	Post-hire checklist
Floor	Swept and clean	<input type="checkbox"/>	<input type="checkbox"/>
Walls	Any “decorations” removed	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling	Any “decorations” removed	<input type="checkbox"/>	<input type="checkbox"/>
Tables	Cleaned and stored away	<input type="checkbox"/>	<input type="checkbox"/>
Chairs	Clean and stored away	<input type="checkbox"/>	<input type="checkbox"/>
Windows	No damage, closed and secured	<input type="checkbox"/>	<input type="checkbox"/>
Doors	No damage, closed and secured	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	Clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>

Doors: main entrance and rear door in the Poppy Room foyer

Toilets: in the entrance hall and in the Poppy Room foyer

Kitchen		Pre-hire checklist	Post-hire checklist
Surfaces	Wiped down, clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>
Floor	Swept and clean	<input type="checkbox"/>	<input type="checkbox"/>
Hobs	Switched off – wiped down, clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>
Ovens	Switched off – clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>
Water boiler	Switched off	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher	Drained and filters cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Windows	No damage, closed and secured	<input type="checkbox"/>	<input type="checkbox"/>
Crockery	Washed and put away	<input type="checkbox"/>	<input type="checkbox"/>
Glasses	Washed and put away	<input type="checkbox"/>	<input type="checkbox"/>
Cutlery	Washed and put away	<input type="checkbox"/>	<input type="checkbox"/>
Food waste bin	Emptied into brown wheelie bin in the car park	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen bin	Emptied into black wheelie bin in the car park	<input type="checkbox"/>	<input type="checkbox"/>
Recycling	No recycling left in hall buildings – take it away	<input type="checkbox"/>	<input type="checkbox"/>

Reporting accidents and damage	Yes	No
Have there been any accidents reported in the Accident Book?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any damage that needs to be reported? If yes, give details:	<input type="checkbox"/>	<input type="checkbox"/>

Sign off	Signed	Print name
On behalf of Benington Village Hall:	<hr/>	
Hirer:	<hr/>	
Date:	<hr/>	