



Hirers Checklist Before Leaving the Venue

Please tick the below boxes to show you have completed each check and return this form along with your keys to the Reservation Officer.

- Remove any decorations. Please note that sticky tape and thumb tacks are not permitted as these items damage walls and ceilings.
- Return all tables and chairs to their designated storage space. Chairs should be stacked no more than 10 high.
- Leave the kitchen in clean and tidy condition
- Sweep all floors and mop up any spillages
- Place all rubbish in the outside bins. Any rubbish which does not fit into the outside bins must be taken away with you.
- Turn off all light, heaters, fans, air-conditioning and cooking appliances.
- Check that all external doors and windows are locked when you leave.

Your feedback would be appreciated ...

Were you satisfied with the venue you selected?	Yes	No
Would you consider using this venue again?	Yes	No

Comments or suggestions:

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