



## **Battisford Village Hall Management Committee**

Registered Charity Number 272364

### End of hire check list.

Thank you for using Battisford Village Hall. At the end of the hire please ensure the following:

- All cutlery and crockery is put away clean and dry.
- Kitchen surfaces and sinks are wiped with antibacterial spray.
- The cooker is switched off at the wall.
- Used tea towels are left out in the kitchen.
- Any spills on the hob or in the cooker are cleaned up.
- All food is removed from the fridge.
- Any decorations removed.
- Floors are swept.
- Rubbish is removed from the premises.
- Toilets flushed.
- Lights switched off.
- Doors locked and the keys returned as arranged.

Thank you,

Battisford Village Hall Management Committee.