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| --- | --- | --- | --- | --- | --- |
| Hirer’s declaration must be signed dated and left in the Post Box in the Entrance to the Hall immediately after the event. The Bond (£100) will not be refunded before receipt of a completed End of Hire Declaration. | | | | | |
| I confirm that the following checks have been made on vacating the Hall. Failure to do so will result in an automatic charge of £20. Please tick the following boxes | | | | | |
| * Kitchen appliances turned off on the appliance and at the wall switches | | | | |  |
| * Furniture, equipment, utensils, china, glass and cutlery used have been properly cleaned and stowed and checked against the inventory | | | | |  |
| * All waste bins (kitchen, WCs) checked empty and clean with clean liners inserted (available in cleaning cupboard) | | | | |  |
| * Floors and used surfaces thoroughly cleaned | | | | |  |
| * Windows and external doors closed and security locked | | | | |  |
| * All internal doors closed, including the Fire Door (kitchen serving hatch) | | | | |  |
| * All spaces checked for any signs of burning or smouldering | | | | |  |
| * All rubbish removed from the site and clean liners placed in all bins (kitchen, WC’s etc.) | | | | |  |
| * Inside lights turned off, including all toilet lights | | | | |  |
| * The premises and surrounding area left in a clean and tidy condition | | | | |  |
| * Front door locked and key returned to key safe | | | | |  |
| Any damages, losses, stains, marks or breakages to report, or any comments, please give details? | | | | | |
| Details: | | | | | Date: |
| Click here to enter text. | | | | | Click here to enter text. |
| **Signed by the Hirer:** | Click here to enter text. | | | | |
| **Print name as on the Hire Agreement:** | Click here to enter text. | | | | |
| **Date / Time:** | Click here to enter text. | | | | |
| **Authourised Representative Report:** | Click here to enter text. | | | | |
| **Deduction from Bond Recommended?** | Yes |  | No |  | |