|  |
| --- |
| 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 |[ ]