



Brighter Horizons Centre – End of Session Checklist

Many thanks for booking The Brighter Horizons Centre. We really appreciate your support and we do hope you enjoy using the Hall. Many people have worked very hard to ensure it is an attractive, affordable and welcoming venue. It should be made clear that it is your responsibility as hirer to leave the hall at the end of the period of hire in the condition you would expect to find it. Failure to do so may result in loss of your deposit. In some cases, your booking allows access to the hall till noon on the day following your event to enable you to clean all areas of the hall after you use it and to leave it in a clean and tidy condition.

The following checklist will help identify what you need to do to ensure the hall is left in good order for the next hirer. The hall is usually inspected after every event either by the caretaker or a committee member and sadly, if it is found that the cleanliness and/or tidiness falls below our expected standard, you will lose some or all of your deposit. We may be able to provide names of people who would clean for you, however you are still responsible and so should check the hall condition before handing the key back.

GENERAL

- Stack chairs no more than 5 high and return to alcove in north side of hall. Return all items to original place eg crockery, tables, electrical equipment.
- Switch off all internal and external lights (automatic lights in toilets and front hall).
- Close all internal doors and close all windows.
- Return staging to original position.
- Ensure that the premises are securely locked and alarmed and return keys to designated key holder.

CLEANING

KITCHEN

- Empty pots, kettles, teapots and dishwasher.
- Check that dishwater is emptied of water and turned off.
- Check that the cooker is turned off.
- Wipe work surfaces and clean sinks.
- Empty bins and remove all general rubbish to large wheeled outside bin (key in the electrical cupboard). Remove all recycling materials and perishable goods and dispose of them yourself.
- Sweep and mop floor as necessary to ensure that it is clean and has no sticky deposit left.

SMALL HALL

- Vacuum carpets.



LARGE HALL

- Vacuum carpets areas.
- Sweep wooden floor with 'v' shaped mop and wash any areas with a mop as required to remove any sticky deposit from spilt drinks etc. ***This is important and has been a common complaint in the past***
- Empty Bins
- Make sure all rubbish is collected and removed - Check concealed areas behind curtains and under staging etc.

TOILETS (Ladies, Gents, Disabled and Small Toilet in the small meeting room)

- Clean sinks and surfaces.
- Clean toilets as necessary.
- Empty bins where necessary.
- Sweep and mop floor where necessary.

CAR PARK

- Collect and dispose of any litter and cigarette ends lying around the car parking area outside the hall.

EQUIPMENT PROVIDED

- Cleaning materials including mops are in the kitchen store (key in the electrical cupboard).
- Vacuum cleaner, brushes, dust pan and 'v' mop are in the electrical cupboard.

I understand that I, the hirer, am required to clean the hall after my party/event and to leave it in the condition in which I would expect to find it. Failure to do so will result in my losing some or all of my deposit.

Name : **Date**:

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Note – In the unfortunate case of an Accident, First Aid Kit and Accident Record Book are located in the kitchen, cupboard above the Kettle.