



Check list before you leave the centre:

Things to bring

- Rubbish Bags
- Liquid dishwashing
- Tea towels

General

- Remove rubbish and leave the venue clean.
- Check that lights in the toilet are turned off.
- Turn off all lights, including outside light.
- Check that all heaters are turned off.

Rooms

- Hirers are responsible for packing down, cleaning and removing any rubbish from the venue. Failure to do so will result in these costs being deducted from your bond or your bond being held.
- Put the chairs back in the same position and leave place as you found it.

Kitchen:

- Take all your food out of the fridge.
- Turn off the hot water boiler on the wall.
- Put items back in the cupboard
- Check that oven is turned off and clean

Hirers are responsible for cleaning the venue before they leave, basic cleaning equipment and a vacuum cleaner is provided. Cleaning cupboard is located next to the smaller room.