

**(ver. 08. Jan 2025)**

**IF YOU DO NOT COMPLETE THIS FORM, IT CAN CAUSE A DELAY IN RETURNING YOUR DEPOSIT.**

<b>HIRER DETAILS:</b>		<b>DATE &amp; TIME OF HIRE:</b>	
<b>THE GLEBE HALL BUILDING</b>	<p><b>IT IS <u>YOUR</u> RESPONSIBILITY TO MAKE SURE THAT:</b></p> <ul style="list-style-type: none"> <li>• <b>THE HALL IS SECURE WHEN YOU LEAVE. PLEASE FOLLOW THE SECURITY CHECKLIST (BY THE FRONT DOOR). ALSO CHECK DOORS ARE LOCKED FROM THE OUTSIDE</b></li> <li>• <b>ALL INTERNAL DOORS ARE CLOSED.</b></li> <li>• <b>ALL LIGHTS ARE TURNED OFF- INCLUDING STAGE LIGHTS (Toilet lights are automatic).</b></li> <li>• <b>YOU PUT ALL <u>GENERAL RUBBISH</u> INTO BLACK BAGS AND THEN PUT IN THE DUSTBINS OUTSIDE.</b></li> <li>• <b>YOU TAKE HOME ANY CARDBOARD, METAL, GLASS AND PLASTIC WASTE.</b></li> <li>• <b>YOU COMPLETE THE ITEMS IN THE POST-HIRE CHECKLIST (BELOW):</b></li> </ul>		

## POST-HIRE CHECKLIST

<b>MAIN HALL</b>	<b>IF YOU HAVE USED THE TABLES: CLEAN THE TABLETOPS AND PUT THE TABLES BACK UNDER THE STAGE.</b>	<input type="checkbox"/>
	<b>IF YOU HAVE USED THE BLUE CHAIRS: PUT THE BLUE CHAIRS BACK ON RACKS AND STORE THE SEAT TROLLEYS IN THE ANNEX ROOM. PLEASE NOTE CORRECT WAY TO STORE THE CHAIRS ON THE RACKS.</b>	<input type="checkbox"/>
	<b>IF YOU HAVE USED THE PROJECTOR/SCREEN: SWITCH OFF AND LEAVE THE REMOTE CONTROLS ON THE STAGE.</b>	<input type="checkbox"/>
	<b>TIE THE HALL CURTAINS BACK.</b>	<input type="checkbox"/>
<b>SMALL MEETING ROOM</b>	<b>IF YOU HAVE USED THE SMALL MEETING ROOM: STACK THE CHAIRS AS THEY WERE FOUND AND PLACE THEM UNDER THE WINDOWS – DO NOT BLOCK DOORS! MAKE SURE THAT THE TWO ELECTRIC WALL HEATERS ARE SWITCHED OFF.</b>	<input type="checkbox"/> <input type="checkbox"/>
<b>KITCHEN &amp; ANNEX ROOM</b>	<b>IF YOU HAVE USED THE COOKER MAKE SURE THAT IT IS CLEAN.</b>	<input type="checkbox"/>
	<b>MAKE SURE THAT THE DISHWASH HAS DRAINED, SWITCH IT OFF AND LEAVE THE DISHWASHER DOOR SLIGHTLY AJAR.</b>	<input type="checkbox"/>
	<b>PUT ANY CUTLERY/CROCKERY/UTENSILS AWAY IN THE CUPBOARDS</b>	<input type="checkbox"/>
	<b>MAKE SURE THAT THE COOKER AND HOB ARE SWITCHED OFF.</b>	<input type="checkbox"/>
	<b>PULL THE SERVING HATCH TO THE MAIN HALL DOWN AND LOCK IT.</b>	<input type="checkbox"/>
<b>TOILETS</b>	<b>MAKE SURE THAT ALL THE TAPS ARE TURNED OFF IN ALL THREE TOILETS.</b>	<input type="checkbox"/>
<b>STAGE</b>	<b>IF YOU HAVE USED THE SOUND SYSTEM: SWITCH IT OFF AT THE WALL.</b>	<input type="checkbox"/>
	<b>ENSURE BOTH STAGE CURTAINS CREAM AND BLUE ARE CLOSED</b>	<input type="checkbox"/>

**IF YOU HAVE PAID FOR THE CLEANING SERVICE (£55): YOU DO NOT HAVE TO DO THE REST OF THE POST-HIRE CHECKLIST (CLEANING ITEMS CAN BE FOUND IN THE CLEANING CUPBOARD AND UNDER THE KITCHEN SINK)**

<b>MAIN HALL, ANNEX ROOM AND SMALL MEETING ROOM</b>	<b>SWEEP THE FLOORS. HOOVER THE CARPETS. MAKE SURE THAT THERE IS NO DEBRIS LEFT ON THE FLOOR AND THERE ARE NO SPILLAGES OR STAINS ON THE FLOOR.</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>TOILETS (MALE, FEMALE AND DISABLED)</b>	<b>WASH THE FLOORS. MAKE SURE THAT THERE IS NO DEBRIS LEFT ON THE FLOORS. EMPTY THE WASTE BINS. PUT THE BAGS IN THE DUSTBINS OUTSIDE. (PUT A NEW BAG INTO THE WASTE BINS, IF NECESSARY). MAKE SURE THAT THE CUBICALS/BASINS ARE CLEAN, READY FOR NEXT HIRER. CLEAN THE WASHBASINS.</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>KITCHEN</b>	<b>CLEAN THE WORKTOPS. MAKE SURE THEY ARE FREE OF STAINS/FOOD/DEBRIS. CLEAN THE FLOOR. MAKE SURE THEY ARE FREE OF STAINS/FOOD/DEBRIS. EMPTY THE BINS. PUT THE BAGS IN THE DUSTBINS OUTSIDE. (PUT A NEW BAG INTO THE WASTE BIN, IF NECESSARY).</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>STAGE</b>	<b>IF YOU HAVE USED THE STAGE, HOOVER IT.</b>	<input type="checkbox"/>
<b>FOYER</b>	<b>HOOVER THE CARPETS. MAKE SURE THERE IS NO DEBRIS LEFT ON THE FLOOR.</b>	<input type="checkbox"/>

**I/WE CONFIRM THAT I/WE HAVE UNDERTAKEN THE ABOVE CHECKS, AS REQUIRED, AND CONFIRM THE GLEBE HALL PREMISES ARE SECURE, VACATED, CLEARED, CLEANED AND LEFT TIDY AT THE END OF OUR HIRE PERIOD. RUBBISH HAS BEEN PUT INTO BLACK BAGS AND DEPOSITED INTO OUTSIDE DUSTBIN. IT IS UNDERSTOOD THAT FAILURE TO COMPLY WITH THE REQUIREMENTS OUTLINED CAN RESULT IN PART OR ALL OF THE DEPOSIT BEING RETAINED.**

**SIGNED**  
**NAME (PRINTED)**

**DATE:**  
**EVENT:**

For official use only:

Checks completed satisfactory:

position:

date: