

## Checklist for hall hirers at the end of hire period

We hope you have enjoyed using Saltwood Village Hall for your event. To ensure your full damage deposit is returned to you without any deductions, please ensure you:

- Clear your belongings from the premises
- Remove all rubbish from the premises
- Return all chairs and tables to their right place (unless separate arrangement made directly with the caretaker). Ensure all table tops are clean.
- Turn central heating thermostats to 20 degrees.
- Turn all radiator valves back to “V” if you moved them during your event.
- Leave the premises clean and tidy as you have found it, including the kitchen and toilets. You will find the cleaning equipment including broom to sweep floors and a Hoover in the store area next to the Rectory Lane Room and additional cleaning equipment in the kitchen, under the sink – note there is a child-lock on the sink cupboard door. **If the hall is not left in a clean condition after the event, and this includes removal of rubbish from both inside and outside of the hall, money will be deducted from the hall hire deposit.**
- Ensure kitchen appliances are turned off (except for fridge/freezer)
- Close all windows, and if your event finishes in the evening, please close all curtains. Close internal doors.
- Turn off the lights except security and toilet lights which are on timers.
- Lock all external doors (please double check the doors, the main door requires you to lift the handle before turning the key to lock)
- Return hall keys.

### In addition:

- Please report any damage in the Maintenance Book (kept next to the water dispenser in the Rectory Lane Room) and/or to the booking team at: [enquiries@saltwoodvillagehall.co.uk](mailto:enquiries@saltwoodvillagehall.co.uk). If there is an URGENT maintenance issue, please report immediately to the caretaker (Panos – 07920 124812).
- Guests should depart by 11.30pm and leave the building quietly to ensure local residents are not disturbed.

Feedback is welcome after your hire or if you have any questions beforehand please contact the hall booking team by phone on 07810 786303 or email – [enquiries@saltwoodvillagehall.co.uk](mailto:enquiries@saltwoodvillagehall.co.uk)

**In order for your deposit to be returned, please provide your bank details.**