

## **Terms and Conditions of Hire**

### **Checklist for Hirers upon leaving the Hall**

Please ensure:

- All lights/plugs and taps (hall/loos/kitchen area) are turned off
- All rubbish is taken away from the premises - not left in bins or outside
- Appliances are left empty, clean and turned off
- If you have pressed 'Advanced' on the Heating – please press off again
- All furniture/cutlery/cups returned to original position
- Floors are swept if necessary
- Used tea towels to be left beside the sink
- Report any damages
- Any accidents/injuries are written in the Accident book
- The doors are secured –(lift handle then turn key)

Any issues please email [stjohnschurchhall@mail.com](mailto:stjohnschurchhall@mail.com) or contact Anna on 07837952955

Thank you