

Memorial Hall & WB Eva Pavilion CHECK LIST

EMPTY ALL BINS INTO OUTSIDE BINS	
FLOORS TO BE SWEPT CLEAR OF ALL DEBRIS	
ALL DECORATIONS TO BE REMOVED	
KITCHEN & BAR AREA TO BE LEFT CLEAN & TIDY	
FRIDGES WIPED OUT, DOORS OPENED AND TO BE TURNED OFF	
CROCKERY & CUTLERY TO BE WASHED AND RETURNED TO CUPBOARDS	
ALL CHAIRS TO BE STACKED:	Memorial Hall - chairs to be stacked corner of Lesser Hall
	WB EVA Pavilion - chairs to be stacked in store room
TRESTLE TABLES TO BE CLEANED AND RETURNED TO STORE ROOM, PLACED IN RACKS FACE TO FACE TO PREVENT DAMAGE TO SURFACE OF TABLE	
ENSURE ALL DOORS/WINDOWS ARE LOCKED, HEATERS/FANS, LIGHTS ARE OFF PRIOR TO LEAVING THE VENUE	
KEY HANDED BACK TO SHIRE OFFICE AT EARLIEST OPPORTUNITY	

THESE CONDITIONS MUST BE STRICTLY ADHERED TO. AN INSPECTION WILL TAKE PLACE AFTER EACH FUNCTION.

PLEASE NOTE: IF ANY OF THE ABOVE NEEDS TO BE COMPLETED BY SHIRE STAFF THE COST WILL BE CHARGED AT THE HIRERS EXPENSE OR DEDUCTED FROM THE BOND.