**2023 IXWORTH VILLAGE HALL MANAGEMENT COMMITTEE**



 At the end of the hiring period

* Please check kitchen is left clean & tidy. Unplug all electrical devices.
* Sweep all floors thoroughly & if necessary wipe with a mop (see below \*).
* Wipe & clean used tables before returning them to the correct storage cupboard.
* Check all toilets are left in good order. If necessary extra toilet rolls can be found in the cleaner’s cupboard
* Switch off all lights & close all doors as you leave.

Saving the planet & keeping costs & charges down

\*Brushes, dustpans, mops etc. are stored in the cleaner’s cupboard off the kitchen. Any problems contact the Booking Clerk (07935 950223)

Please leave the Village Hall as you would want to find it.

Useful information for hirers

* If problems with heating please contact Booking Clerk (07935 950223)
* Red exercise book is in the kitchen for hirers to note anything the Village Hall Management would want to know.