

Temple Cloud Village Hall

CHECKLIST FOR ALL HIRERS OF THE VILLAGE HALL

Village Hall Address: Meadway, Temple Cloud, BS39 5BD Managed by: Temple Cloud with Cameley Parish Council
Clerk: Philip Edwards Tel: 07591 257067 Email: info@templecloud.org.uk Website: www.templecloud.org.uk

- If you notice any breakages or damage prior to the commencement of your hire period please report this to the Clerk as soon as it is identified (or as soon as possible thereafter).
- Please complete this form after your event and return to the Parish Council along with the key.

	TICK WHEN DONE	COMMENTS/DETAILS	OFFICE USE ONLY
<u>FLOOR:</u> Please ensure the floor is swept clean and there are no spillages.			
<u>TOILETS:</u> Please ensure the toilets are clean and tidy. Bins are provided for paper towels only. Please remove all other waste from the toilets and hall.			
<u>KITCHEN:</u> Please ensure crockery and kitchen utensils are washed and put away. Please check that the fridge and freezer are cleared and units switched off with the doors left ajar. Please check that the hot water switch (above the sink) has been switched off.			
<u>RUBBISH:</u> All rubbish must be taken away and disposed of – it is not to be left inside / outside the Village Hall but taken away from the site and disposed of appropriately.			
<u>BREAKAGES/DAMAGE:</u> Please state any breakages or damage incurred at your event, if any.			
<u>KEYS:</u> Keys are to be returned in person either on the day or your event or the next day by arrangement.			

We welcome any feedback you might have – this can be given overleaf.

SIGNED _____

DATED _____

PRINT NAME _____

YOUR DEPOSIT WILL BE RETURNED TO YOU PROVIDING ALL OF THE TERMS AND CONDITIONS HAVE BEEN ADHERED TO. (DEPOSIT CHEQUES WILL BE SHREDDED UNLESS RETURN IS REQUESTED).

FEEDBACK

(Temple Cloud with Cameley Parish Council thank you for hiring the Village Hall.

If you have any feedback you would like to leave, please complete in the box below).

ADD COMMENTS/FEEDBACK HERE

NB: ITEMS NOT PROVIDED BY TEMPLE CLOUD VILLAGE HALL

- Tea towels & hand towels for the kitchen (only blue paper roll provided).
- Washing up liquid and brushes / cloths.
- Bin bags.
- Floor cleaning liquid and antibacterial spray.

Clerks address: 4 Valley View, Clutton, BS39 5SN