

Booking Date.....Ref.....
(office use only)

Appendix B: End of Hiring Declaration

Hirer's declaration to be signed, dated and left in the Committee Room.

I confirm that the following checks have been made on vacating the Hall (tick boxes). Failure to do so will result in an automatic charge of £20.

- Kitchen appliances turned off on the appliance and at the wall switches
- Fan heaters and convection heaters switched off at the wall switch
- Furniture, equipment, utensils, china, glass and cutlery used have been properly cleaned and stowed and checked against the inventory
- All waste bins (kitchen, WCs) checked empty and clean with clean liners inserted (available in kitchen under hand wash basin), all rubbish removed from site
- Floors and used surfaces thoroughly cleaned
- Windows and external doors closed and security locked
- All internal doors closed
- All spaces checked for any signs of burning or smouldering
- Inside lights turned off
- Outside lights turned off
- The premises and surrounding area left in a clean and tidy condition
- Electricity Isolator Key removed
- Front door locked

Any damage, losses, stains, marks or breakages to report, or any comments?

No Yes (details):.....

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Continue overleaf if necessary

Signed by the Hirer:

(print name as on Hiring Agreement)

(signature)

Date.....

Time.....

Caretaker's Report:.....

Deduction from Bond recommended? No Yes (details).....

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Continue overleaf if necessary