

Healey Community Centre Hirer Checklist

	Notes	Starts Check	Finish Check
Outside Front Area			
Outside bin	No bags to be left around the public bin		
Outside entrance	Ensure the entrance area is clean and tidy		
Car Park	Check overall cleanliness of car park		
Entrance foyer			
Main foyer	Check clean, tidy and mopped.		
Side foyer	Check clean, tidy and mopped.		
Cleaning equipment	Show location of cleaning equipment.		
Table – Small x1	Wiped clean and returned to allotted space.		
Toilets			
Male	Check clean, tidy and mopped.		
Disabled	Check clean, tidy and mopped.		
Female	Check clean, tidy and mopped.		
Rear enclosed yard	Check rear door is secure and no guest has entered		
Rear bin (must not be used)	Ensure there are no overflow bin bags next to the main centre bin at the rear of the site.		
Boiler Room Door	Door is secured		
Hall			
Floor	Check clean and tidy. Mopped where spillage has occurred		
Side seating area	Check clean and tidy		
Stage & Stairs	Check clean and tidy and decorations / tape removed		
Tables Large x12, Small x1	Ensure tables are wiped clean after use, safely stacked and returned to the allotted space.		
Folding Chairs x79	Ensure chairs are safely stacked on the trolley and returned to the allotted area.		
Meeting Room	Ensure room is locked if not in use.		
Tables Round x2, Small x2	Ensure tables are wiped clean after use and returned to their original locations.		
Chairs Soft Blue x12, Black x11	Return all chairs to their original locations.		
Kitchen			
Top	Check clean, tidy and wiped clean		
Floor	Check clean, tidy and mopped		
Sink area	Check clean, tidy and wiped clean		
Board	Lift board		
Bin	Empty kitchen bin		

Damage Checklist

Foyer - storage room door, Hall – seats in front of stage

Remind

Show fire exits, first aid box, fire fighting equipment – Shown/Present ____, side foyer Exit closed

Fire extinguisher locations – **Hallway (x3)** – next to toilet, next to back door, next to kitchen door.

Kitchen (x1) – next to the door, **Main Hall (x1)** – next to left stage door.

Important Note

I agree to abide by this checklist and the Healey Community Centre Booking Terms & Conditions.

I have read and agreed to the checklist and Healey Community Centre Booking Terms & Conditions.

Healey Community Association reserves the right to retain the deposit if the above checklist is not to the satisfaction of the centre representative.

Healey Community Association reserves the right to retain the deposit in case of disagreement on compliance with the checklist. In such circumstances, the deposit will only be returned if approved by the trustees of Healey Community Association. The decision of the trustees shall be final.

I agree the maximum people attending the event will not exceed 150 people for the main hall and 30 people for the meeting room.

I agree to remove all rubbish and bin bags at the conclusion of the event.

All bookings must start at and end by the agreed booking times. I understand that if my booking does not end by the agreed time, I will lose my deposit.

In consideration of our neighbours, please ask your guests to leave quietly at the close of your event

Start of event

	Name	Signature	Date/Time
Hirer	_____	_____	_____
Centre representative	_____	_____	_____
Deposit collected	£ _____	By _____	

End of event

	Name	Signature	Time
Hirer	_____	_____	_____
Centre representative	_____	_____	_____
Deposit returned	£ _____	By _____	