

Hall Hirer Checklist

2011

Before You Leave: Our Checklist

Thank you for booking one of Bayside's Halls. Before you leave, please have a look at our checklist before returning the key to ensure the hall is left in a clean and orderly state.

Rubbish Removed

- o All rubbish must be removed from the premises. There are no bins available for hirer use.

Cleaning

- o Ensure the floors are swept and mopped.
- o Ensure the kitchen equipment/appliances are cleaned and benches wiped.
- o Ensure all decorations are removed from the walls and building - tape, nails, screws, hooks, etc are not to be used on ANY surface.
- o Ensure you vacuum any carpeted areas (you will have to provide your own vacuum cleaner).
- o Ensure bathrooms are cleaned (including the removal of any rubbish accumulated in the bathrooms bins).

Furniture

- o Ensure that the tables and chairs are neatly stacked away. Please do not stack them in front of exit doors, or in front of heaters.
- o **Beaumaris Community Centre** - Approximately **50** chairs are to be stacked in the small hall.
- o **Black Rock Civic Hall** - Approximately **20** chairs are to be stacked in the small hall.
- o **Brighton Town Hall** – All chairs/tables to be put back under the stage. Please use the lift under the stage for this. If the piano has been moved, ensure it is placed back in position.

Security

- o Please check each door of the hall is locked, and ensure no back exit doors have been left unlocked.

We sincerely hope that you have enjoyed your event.

Please remember that failure to fulfil the checklist will result in returning to the hall to complete and/or the deduction of your security bond to cover charges occurred to complete these tasks.

Any questions or concerns please contact the Recreation and Facilities Booking Officer on 9599 4687
Open Monday to Friday 8:30 –5:00pm.