

CLEANING REQUIREMENTS

All debris on the floors must be vacuumed up.

Kitchen floors must be mopped. Please use half a lid of Handy Andy in the bucket supplied. Using too much product will leave floors slippery which is unsafe for other uses.

If Main Hall has been used, please spot clean any drink spillages. Our cleaner will mop the whole floor.

Kitchens bench tops must be wiped down as well as shelves that were used. All dishes to be put back on shelves.

Clean fridge if used and turn off at wall. Please do not adjust the temperature of the fridge.

Tables must be wiped down and stacked back on the table trolleys.

Please use spray and wipe in supplied bottles to clean the toilets and benchtops. Please use cloths supplied. **NO PAPER TOWELS** to be used for cleaning or to be flushed down the toilets.

Chair and tables – approx. 100 chairs to be stacked against the walls in each of the Settlers and Pioneer Lounge. Two tables trolley to be left in each room. In the Settlers Lounge chairs and tables are to be stacked at the back of the room. In the Pioneer Room chairs are to be stacked along the long wall with windows, the table trolleys stored along the other wall with windows.

ALL rubbish inside the venue must be removed and disposed of by the group hiring the hall.

Any rubbish outside of the venue must be cleaned up, including rubbish in the gardens and alleyway and any broken glass from your group.

Please make sure ALL windows are closed and ALL doors are shut and locked.

Please check the hall for all personal items before you leave.

All blinds to be opened at the end of your event.

PLEASE SET ALARM AS YOU VACATE THE BUILDING. Check for other uses before setting.