



NEWPORT VILLAGE HALL

POST HIRE CHECKLIST

- **Ensure all kitchen equipment is switched off and empty including the kettles, urns and oven.**
- **If any dustbins are full please take the bag to the external bin and replace with a new bin bag from the cleaning box.**
- **Sweep and Hoover any floors in rooms you have used.**
- **Replace all tables and chairs as you found them stored.**
- **Turn down the heating to the minimum setting.**
- **Check all toilets used are clean and as you would like to find them.**
- **Turn off all lights.**
- **Ensure all doors and windows are closed and locked if required.**
- **If you are the last booking of the day please lock the car park gate.**
- **Return the key to the key box.**



If you encounter any issues completing the post hire checklist please use our QR to report this to the management team or email info@newportvillagehall.org.