

End of Hire Checklist

At the end of every hire please use the following checklist to ensure no charges are incurred against your bond:

- All used dishes, cutlery and other items have been returned to the kitchen, washed and put away
- All rubbish from kitchens, bathrooms, rooms, and hallways have been placed in the bins provided. Any rubbish that does not fit has been removed from the building to be disposed of by hirer
- Bench tops, sink etc have been wiped clean
- Any spills have been cleaned up, and floors have been left clean
- All tables and chairs used have been wiped down
- Tables and Chairs have been neatly stacked and placed in the applicable signposted area (excluding small meeting rooms downstairs). Any furniture that was moved has been put back in place
- Lights have been turned off to the room hired, plus the kitchens, bathrooms and hallways (except when there are other hirers in the building)
- Air Conditioners have been switched off
- Whiteboards have been cleaned if used
- All doors are closed and locked, including bathrooms, kitchen, and room /s hired
- Fire exit doors from the Hall are closed
- If AV equipment has been hired in the Hall, the padlock has been re-applied, and the microphone and leads placed back in the locker and key returned
- All windows have been closed
- All personal belongings have been removed (We do not accept any responsibility for anything left behind).
- Any signage placed around the Centre has been removed
- Front entrance door is securely closed and locked

Please remember, your booked time includes pack up time, so ensure that enough time has been left at the end of the hire period to complete the tasks above.

At the end of hire, please email roomhire@newtowncentre.org to organise your bond refund (unless this is an ongoing booking).