

Annex A: End of Hire Agreement

Hirer's declaration must be signed dated and left in the Post Box in the Entrance to the Hall immediately after the event. The Bond (£200) will not be refunded before receipt of a completed End of Hire Declaration.

I confirm that the following checks have been made on vacating the Hall. Failure to do so will result in an automatic charge of £50. Please tick the following boxes:

- Kitchen appliances turned off on the appliance and at the wall switches
- Furniture, equipment, utensils, crockery, glass, and cutlery used have been properly cleaned and stowed and checked against the inventory
- All waste bins (kitchen, WCs) checked empty and clean with clean liners inserted
- Floors and used surfaces thoroughly cleaned
- Windows and external doors closed and security locked
- All internal doors closed, including the Fire Door (kitchen serving hatch)
- All spaces checked for any signs of burning or smouldering
- All rubbish removed from the site and clean liners placed in all bins.
- Inside lights turned off, including all toilet lights
- The premises and surrounding area left in a clean and tidy condition
- Front door locked and key returned to key safe

Any damages, losses, stains, marks or breakages to report, or any comments, please give details?

Signed by the Hirer:				
Print name as on the Hire Agreement:				
Date / Time:				
Authorised Representative Report:				
Deduction from Bond Recommended?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>