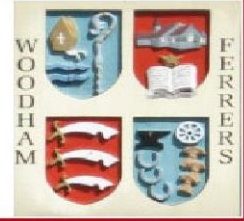


Woodham Ferrers Village Hall

Main Road, Woodham Ferrers, Essex, CM3 8RW
www.wfvh.org.uk: wfvhbookings@mail.com,
07906 587414 Registered Charity No. 301414



HIRERS' CHECK LIST

Before you leave the hall please:

1. Please make sure that all doors to both halls have been secured. _____
2. Please turn off all lights (except in women's and men's toilets). _____
3. Please empty Kitchen bin and paper towel bin in toilets. _____
4. Please wipe all tables before stacking on trolleys (6 per trolley – round, 7 per side - rectangular) _____
5. Please stack all chairs properly (4 high) and put away in storage room. _____
6. Please sweep the floors and clean up any spillages, including toilet areas _____
7. Wipe kitchen counters and put away crockery. _____
8. Remove all personal property. _____

Thank you for your cooperation.

Village Hall Emergency Number – 07538 003979