



St David's Church

St David's Hall

End of Hall Hire Checklist

We kindly ask that at the end of your hire period you leave the hall as you found it.

Please ensure that:

- Tables are cleared and wiped.
- Tables and chairs are returned to the side of the hall as found.
Chairs stacked in twos.
- The floor is swept and any sticky/ muddy areas mopped.
- Empty bottles taken away and rubbish disposed of in the outdoor bins.
- Kitchen items washed up and returned to cupboards
- Hostess trolleys, if used, wiped clean inside and out.
- Kitchen surfaces wiped clean.
- Turn off lights.

Thank you for booking St David's Hall. We hope you have had a great event and greatly appreciate your help in leaving the hall in a clean and tidy condition.