# HIRER’S CHECKLIST

Premises must be left in a suitable condition. The following checklist has been provided to help.

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| **COMPLETE** | **ITEM** |
|  | All tables and chairs have been wiped down and stacked/stored in original position. |
|  | All decorations removed (including balloons, tape and adhesives, streamers, etc) |
|  | Any cooking equipment used has been washed and returned to storage. |
|  | Kitchen benches and cook tops have been thoroughly cleaned. |
|  | Kitchen floors have been swept and washed to a high standard. |
|  | Café tables have been wiped down, café floor vacuumed and wet area mopped. |
|  | Toilets have been left in a reasonable state and tidied of excessive rubbish. |
|  | All floors have been vacuumed or swept and mopped. |
|  | All rubbish has been removed from property, or placed in external rubbish bins. |
|  | All additional items belonging to the hirer are removed from the venue (including food and drinks, music equipment, etc). |
|  | Ensure none of Hobart Baptist Church’s equipment or property has been inadvertently removed. |
|  | All heating/air-conditioning/sound system have been turned off |
|  | All lights are turned off. |
|  | All doors are locked and secure. |
|  | Once the hire period complete, keys must be returned to the office on the next working day between 9am – 4pm. Please get in touch with [bookings@hobartbaptist.org.au](mailto:bookings@hobartbaptist.org.au) to arrange drop off time. |