

HIRER'S CHECKLIST

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

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 to arrange drop off time.