

LITTLE KINGSHILL VILLAGE HALL

HIRER'S CHECK OF AMENITIES

AS A CONDITION OF THE RETURN OF YOUR DEPOSIT, the person responsible for hiring the Village Hall for the event should complete this form **before vacating the premises**, and send it together with a stamped addressed envelope to:-

The Booking Secretary

Mrs T Clark, Cloisters, Windsor Lane, Little Kingshill, Great Missenden, Bucks., HP16 0DZ

Please tick as appropriate:

	Not used	Used	Found Clean	Found Dirty	Left Clean	Comments/Suggestions
Entrance Hall						
Main Hall						
Committee Room						
Stage						
Piano						
P A System						
Tables						
Chairs						
Kitchen						
Cooker						
Microwave						
Fridge						
Warming Cabinet						
Sink						
Washing up Liquid						
Counters						
Pans etc						
Crockery						
Cutlery						
Glassware						
Floor						
Liner in the bin						
Toilets						
Ladies' (main)						
Ladies' CR						
Gents' (main)						
Gents' CR						
Disabled						
Toilet Paper						
Soap						
Waste Bins						
Surroundings						

Hirer: (please print) _____ Date of hire: _____

Signature: _____

Further comments:-