



Liss Pavilion: Hire Check-List

Thank you for hiring the Liss Pavilion. The caretaker will meet you outside at the beginning to open up and be back to close up at the end. Please ensure you area ready to leave promptly. Caretaker's phone number: 07427 584 658

Please fully read the Hire T&C's and adhere to all aspects contained within them as the Hirer is responsible for the supervision of the premises and for ensuring it is left in the state in which it is found. Note that no decorations must be attached to walls or woodwork, except with the prior written approval, and blue tac will never be permitted.

We often have back-to-back bookings, to avoid disturbing other hirers please do not enter the Pavilion until your session is due to start.

To ensure a smooth handover at the end of your session please ensure:

- ✓ You are ready for the caretaker to close up, any delays may incur charges
- ✓ Tables and chairs: stored away in cupboard (chairs stacked max 6 high)
- ✓ Dispose of any bin bags with food waste in outside bins
- ✓ Floors: if required clean with broom & brush (located in Accessible Toilet)
- ✓ Windows: all closed including roof velux windows (switch found on side wall)
- ✓ Lights: turned off including toilets and outside light
- ✓ Doors: closed and locked
- ✓ Alarm: set as you leave
- ✓ Any damage must be reported to the caretaker or office

If using the kitchen during your session please ensure:

- ✓ Surfaces are wiped clean
- ✓ Kitchen shutter is fully closed
- ✓ Water heater is turned off at the wall
- ✓ Kettle emptied of any water and switched off at the wall
- ✓ Food removed from the fridge
- ✓ Used kitchen equipment must be thoroughly washed, dried and returned to its appropriate cupboard
- ✓ Dispose of any bin bags with food waste in outside bins
- ✓ Dishwasher emptied and power turned off
- ✓ Any breakages must be reported to the caretaker or office

We hope you have enjoyed your hire session at the Liss Pavilion and would love to hear your feedback, including any thing you think we could do better.