



1<sup>st</sup> Wormley Scout and Guide Group  
Cozens Lane West  
Broxbourne  
Hertfordshire  
EN10 6QL

## End of hire Checklist

Thank you for hiring 1st Wormley HQ. At the end of your hire you should work through this check-list and ensure all points are complete.

Failure to complete this sheet may result in extra hire charges being imposed or your security deposit being withheld.

- Chairs and Tables in correct places
- Kitchen equipment clean and put away
- Kitchen surfaces clean
- Toilets and Basins clean
- Halls and Kitchen swept
- Rubbish removed from site
- Lights and Heating turned off
- Fire exits and windows closed and secured
- Litter in grounds picked up

**Name/Group**

**Signed**

**Date/Time**

Once again thank you for choosing to hire 1<sup>st</sup> Wormley HQ. If you have any comments or feedback about the hall then please record them below.

Please leave this sheet in the postbox with your keys and any additional payments.



### **1st Wormley Scout and Guide Group**

Cozens Lane West Broxbourne Hertfordshire EN10 6QL

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GSL: Peter Johnson Chair: Irene Rossin

Registered Charity Number(s) 274758 (England and Wales)

