



1st Wormley Scout and Guide Group

Cozens Lane West, Broxbourne, Hertfordshire, EN10 6QL

Registered Charity: 274758

bookings@1stwormley.org.uk

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 cleaned and put away
- Kitchen surfaces clean
- Halls and Kitchen swept
- Rubbish placed in outside bin, if this is full please remove from site
- Lights turned off
- Thermostat set to 15 degrees
- Any balloons or signage outside/ inside/ outside the site removed and disposed of
- Fire exits and windows closed and secured
- Litter in grounds picked up

Once again thank you for choosing to hire 1st Wormley HQ.

If you have any comments or feedback about the hall then please email bookings@1stwormley.org.uk – feedback always welcome.