



Whangateau Hall Hirer's Checklist

Hirer's Name(s): _____

Hire Date(s): _____

Authorised Signatory: _____

PRIOR TO THE EVENT:

- Pay \$100 deposit (or full hire fee, whichever is less at time of booking to acct 12-3095-0102854-01. You will be given a Receipt Number to use on all payments.
Particulars: HIRER NAME(S); Code: Receipt Number; Ref: HIRE DATE(S)
- One week prior to booking, pay bond of \$450 to acct 12-3095-0102854-00 and remainder of hire fee (if applicable) to acct 12-3095-0102854-01.
Bond Particulars: HIRER NAME(S); Code: bond; Ref: HIRE DATE(S)
Hire Fee Particulars: HIRER NAME(S); Code: Receipt Number; Ref: HIRE DATE(S)

AFTER EVENT:

- Swept Floors (Kitchen, Toilets, Hall)?
- Returned all furniture to original locations? (See photos)
- Removed all refuse? Orange refuse bags put at curb.
- Turned off all taps and power to underbench hot water cylinder and hot water urn?
- Cleaned indoor toilets and basins?
- Cleaned all kitchen surfaces and returned crockery to original location?
- Turned off all lights and heaters?
- Checked and locked all windows and doors
- Returned keys and hirer checklist

If your group has lost, broken or damaged any furniture, crockery/cutlery or fittings belonging to the hall detail here:



Large kauri table on floor in front of stage. Stairs on either side of stage. Chairs stacked in 2s along walls.



Two different types of chairs, those with hooks on the side, and those without. Do not stack different types of chairs together as they become stuck. You can also tell the difference by looking at the backs of the chairs.



Folding tables stacked neatly beneath message board.

WHANGATEAU HALL

Post Function Clean-up

- All rubbish to be collected, bagged and removed. Orange council bags can be purchased from Leigh Store. Do not leave non-council bags at curb.
- Cleaning products located under the kitchen sink
- Brooms, mops and buckets located in foyer cupboard.
- No Hire Company collections prior to 11am on Mondays

Main Hall and Lobby

- All decorations and extra furniture removed
- Trestle tables wiped down and folded
 - Plastic trestles left in main hall
 - Wooden trestles returned to rear storage shed
- Chairs brushed off and stacked in twos along walls. There are two chair types, as identified by presence or absence of locking hooks on side of seat. Please do not stack different style chairs together, as they are slightly different in size.
- Shake out door mats
- Wooden floors (hall, stage, foyer) to be thoroughly swept and mopped

Kitchen

- Wash & dry hall crockery, and return to cupboards
- Fridge to be emptied, wiped out and turned off at the wall. Prop open.
- Oven and hob cleaned and turned off at the wall
- Kitchen benches wiped down with disinfectant spray
- Hot water urn and hot water tank (under sink) switched off
- Kitchen door securely closed and locked

Toilets

- Rubbish bin emptied
- Sink wiped down with disinfectant spray
- Toilets cleaned with toilet cleaner
- Floors swept and mopped
- Mirrors wiped down

Outer grounds

- ALL rubbish picked up (bottle tops, cigarette butts, etc)
- Broken glass collected, wrapped in paper, and placed in rubbish, NOT in recycling bins
- Front entrance swept

Before leaving

- Ensure all doors and windows are securely locked.

Failure to clean thoroughly could lead to loss of part or all of your security bond. Professional cleaning can be arranged at a cost. Contact Jenine Abarbanel to organise, 09 422 6715, whangateauhallbookings@gmail.com.

Suggestions:

Allow approximately 3 hours for pack-out and clean-up.

Have a full crew rather than only a few people.

Arrange for professional cleaners prior to your event if you are unsure you will be able to complete it to the standard.