

## Hirers Checklist – Marrickville Town Hall

No cleaning products or equipment will be provided for your hirer. It is your responsibility to provide these items for your event. If you did not use certain equipment ie. Stove, please place n/a over the box. All other items need to be ticked when completed.

This form needs to be provided to Ilina Lovely, Venues Officer at [louise.walpole@innerwest.nsw.gov.au](mailto:louise.walpole@innerwest.nsw.gov.au) no more than 2 days after your event.

### Kitchen

#### Garbage

- All garbage in garbage bins
- All recycling in recycling bins
- Bins taken outside to appropriate bays

#### Stove top

- Stove top cleaned

#### Grill

- Grill cleaned

#### Fridge

- Emptied and cleaned

#### Bench tops

- Cleaned and all rubbish removed

#### Floors

- Floors swept
- Floor mopped

### Hall

#### Permanent format (provided on next page)

- All tables have been put back in the correct position
- All chairs have been put back in the correct position

#### Toilets

- All rubbish removed
- Toilets have been cleaned
- Floor has been mopped

#### Foyer

- All rubbish removed from foyer
- Vacuumed
- Permanent layout re-positioned

#### Stage

- Curtains back in original position
- Dressing rooms cleared of all rubbish
- Sound system closed/locked
- Floors swept
- Floors mopped

#### General housekeeping

- All rubbish has been removed from the hall
- Excess tables and/or chairs placed back in appropriate area/s
- Tables have been wiped clean
- Floor has been swept
- Floor has been mopped
- Excess rubbish removed and either placed in appropriate bins or taken
- All lights switched off
- Doors closed/locked

# Marrickville Town Hall – Configuration

