

Hirers Checklist – Petersham 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 Manpreet Kaur Dhaliwal, Community Venues Officer at manpreet.kaur.dhaliwal@innerwest.nsw.gov.au 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

Petersham Town Hall – Configuration

