

Clipston Recreation Field Pavilion Hire

Have a great time at your event but please leave the pavilion as clean as you found it. We have to charge you if we have to get the pavilion cleaned after your party.



- **On Entry** (door around the back)

Alarm: Unset alarm

(this is easiest if someone holds the door open so there is some light to see by)

Lights: These are all area labelled. Only use those you need

Main Door: Roll up the main door shutter using the switch near the lights. Unlock the main entrance door

Kitchen: There is a range of basic equipment, knives, forks, spoons (in the drawer) cups and saucers, plates, teapots, jugs (under the counter) mugs (in the cupboard under the drawer)

Please bring your own sharp knives

- **On Leaving**

Rubbish: Take all your rubbish away with you. There are rubbish bin liners under the sink.

Kitchen checks:

- a. Taps have been turned off. Please inform us of any dripping
- b. Water heaters are turned off, unplugged from the wall and emptied
- c. Kettles are unplugged from the wall and emptied
- d. Everything has been put away clean and nothing taken away
- e. Fridge/Microwave cleaned, turned off and door open

Flooring: Hoover the floors. There are two hoovers, brooms and dustbin and brush

Toilet checks:

- a. Check all toilet areas and leave them cleaned and tidy
- b. Turn off all taps
- c. Clean and flush the loos and put bleach in
- d. Replenish toilet paper from the top of the cupboard outside the ladies loo

Main entrance doors: FIRST - Lock both doors and THEN lower the roller shutter using the switch near the lights.

Lights: Switch off all lights

Set alarm:

Please report any breakages or problems to:

Andy Blake 01858 525760 or 07768 554395 andyblake4@hotmail.com