

CARLTON CLUB

INSTRUCTIONS TO HIRERS AFTER EVENT

PLEASE ENSURE YOU HAVE ATTENDED TO ALL ITEMS BEFORE THE NEXT CLUB OPENING TIME OR IMMEDIATELY AFTER YOUR EVENT

KITCHEN (IF USED)

CLEAN FLOOR

CLEAN WORK SURFACES

WASH AND DRY AND PUT AWAY UTENSILS/CROCKERY

ENSURE OVEN IS OFF AND EMPTY

ENSURE HOBS ARE OFF

CLEAR RUBBISH TO "WHEELIE" BIN OUTSIDE THE FRONT DOOR

CLUB LOUNGE AND HALL

IF YOU HAVE REQUESTED AND USED THE STAGE, ENSURE THAT THE COMMITTEE HAVE ARRANGED FOR SOMEONE TO ATTEND TO HELP DISMANTLE IT AND PUT IT AWAY

IF THE SCREEN IS IN PLACE, ENSURE THAT THE COMMITTEE HAVE ARRANGED FOR SOMEONE TO ATTEND TO HELP STOW IT

DO NOT MOVE THE STAGE OR SCREEN WITHOUT THAT PERSON IN ATTENDANCE. ANY DAMAGE WILL BE COSTLY AND CHARGED TO YOU

PICK UP LITTER-PLACE RUBBISH IN THE "WHEELIE" BIN OUTSIDE THE FRONT DOOR

VACUUM CARPETS ("HENRY" IS IN THE KITCHEN- WHICH IS UNLOCKED)

MOP OVER AND DRY THE VINYL FLOOR (MOP AND BUCKET IN THE KITCHEN)

WIPE DOWN THE TABLE TOPS (CLOTHS IN THE KITCHEN)

PUT AWAY NEATLY ANY TOYS AND GAMES THAT HAVE BEEN PLAYED WITH

PUT TABLES AND CHAIRS BACK IN POSITION (SEE DRAWING OVERLEAF-CHAIR POSITIONS HAVE BEEN OMITTED FOR CLARITY)

RETURN THE GUEST KEYS

RETURN THE LAMINATED COPY OF THE GUIDE