



Community Hall/Centre Hire Checklist

Location: _____

Name of Hirer: _____ **Date of Hire:** _____

Area	Before Hire Good / Satisfactory / Unsatisfactory	After Hire Good / Satisfactory / Unsatisfactory	Comments	Action Required
Overall Cleanliness				
Floors - Floor Covering				
Walls – marked etc.				
Doors, Windows, Locks				
Fire fighting equipment In place and clearly marked, recently serviced				
Exit Doors – Adequate signs, easily opened from inside and no chairs or other items impeding them.				
Overhead fans, Heating				
Kitchen – sink, floors, cupboards. Check Fridge and Oven are clean				
Rubbish - emptied and removed				
Electrical – No broken plugs, sockets or switches; No damaged cords or leads.				
Toilets – sinks, floors, toilets, mirrors				
Storage Rooms				
Furniture check tables & chairs in good repair				
Office / Meeting Room – floors, walls etc				
Verandahs, Pathways, External Area				

After Hire Comments:

Signature: Hirer (before hire).....

(after hire).....

Council / Committee: (before hire).....(after hire).....

Post Hire Inspection:..... (Date) (Time)