



# Shalbourne Pavilion

## Clear Up and Cleaning

### Clear-Up and Cleaning

We want to keep our pavilion in great condition for everyone to enjoy. Before you leave, please ensure the Pavilion is left clean and tidy, as you found it. We have put together a checklist below to assist you. The Pavilion will be checked after your event, prior to your deposit being returned.

Mops, buckets, vacuum and cleaning products are in the store room accessible from the fire exit corridor, next to the kitchen. Bin liners and other cleaning products are under the kitchen sink. Bins and all recycling bins are located at the rear of the Pavilion by the garages. Please bring along and use your own tea towels and washing up cloths and please note that **only plastic glasses can be taken outside on the Sports Field.**

#### MAIN HALL:

- All furniture put away
- Floor hoovered and mopped

#### KITCHEN:

- All washing up done and put away
- Sink cleaned with bleach
- Kettles switched off and UN PLUGGED – important
- All worktops wiped down
- Bins emptied and new sacks put in
- Floor swept and mopped
- Fridges empty and switched off with doors left partially open using towels for air to circulate

#### TOILETS:

- Toilet Handbasins: clean and wiped down
- Toilets and Urinals: empty, clean, lid down and floors clear of tissue etc – only BLEACH to be used as we have a Septic Tank
- Floor mopped.

#### BAR AREA:

- Clear of all glasses, bottles etc.
- Bar wiped down.
- Fridge cleared and turned off.
- Floor mopped.

#### CHANGING ROOMS:

- If used, to be cleaned and floor swept and mopped

For large catered events, a mandatory £45 post-event pavilion cleaning charge is payable, in addition to the booking fee.

For other events, you have the option pay the post-event pavilion cleaning charge in addition to your booking fee and avoid having to fully clean the pavilion after the event.



In either case, please ensure that the **minimum clear-up standard** set out below is completed before leaving the pavilion. The cost of any cleaning required to reach this minimum clear-up standard will be deducted from the refundable deposit, in addition to the post-event pavilion cleaning charge.

**MAIN HALL:**

- All furniture put away

**KITCHEN**

- All washing up done and put away
- Kettles switched off and UN PLUGGED – important
- Bins emptied and new sacks put in

**BAR AREA:**

Clear of all glasses, bottles etc.