



HIRER'S CLEANING CHECKLIST

The hirer is responsible for cleaning all areas of the Theatre upon the conclusion of the event in accordance with the rules and regulations set forth in the Rental Information Packet and the checklist below which is provided to assist you in cleaning.

You must be cleaned up and vacate the theatre by the designated time on your hire application. There should be **NO CLEAN-UP** required by Harrington Theatre, or you will be charged for additional hire for any additional time used to clean. You need to allow for sufficient clean-up when you are booking the venue.

HIRER CLEANING RESPONSIBILITIES

Harrington Theatre is a huge space and at some time during your hireage, you will use all areas. Please insure you dean these areas thoroughly. (Please tick once completed).

- Clean kitchen counters with disinfectant spray, and wipe with handy towels. Wipe down ALL surfaces.
- Refrigerators are to be cleaned and all leftover food removed.
- Microwave Ovens are to be cleaned when used.
- Ensure all dishes are put through the steriliser.
- The fridge in the bar area must be turned off when not in use, and ensure the door is not dosed.
- All switches marked in the downstairs kitchen are to be adhered to.
- Kitchen Floors must be moped after use.
- Theatre Foyer, and hallway, to the downstairs toilets, must be vacuumed.
- All backstage areas must be swept (including the stage).
- All glass areas in the Theatre must be cleaned (Dressing Rooms, toilets, 'and Foyer)



- All toilets in the theatre must be cleaned and all **Rubbish Bins** emptied with new bin liners replaced.
- All Rubbish must be removed at the end of your hire age
- All advertising and decorations pertaining to your hire age must be removed.
- All Theatre furniture moved during the hiring age needs to be put back to its original place.
- All doors and windows are to be secured and **MUST** be checked.

RESPONSIBILITIES

Pukekohe Performing Arts at Harrington Theatre is here to assist you with the following:

- Conduct a pre-event room inspection for cleanliness and damage.
- Inform your group of miscellaneous information.
- Advise on our compliance with Worksafe and Council rules and regulations.
- Provide clean-up supplies, for your group.
- Conduct post-event room inspections for cleanliness and property damage.
- Any damage, unreturned equipment, areas not cleaned, or additional time, may result in forfeiture of your damage deposit and/or denial of future rental use.

By signing this agreement, you agree to follow the cleaning checklist schedule above and abide by the hirer's terms and conditions.

Name of Hirer/Business/Organisation:	
Contact Name:	
Hirer's Signature:	
Theatre Managers Signature:	
Date:	