

## **Mt Eden Village Centre**

449 Mt Eden Rd, Mt Eden, Auckland 1024,

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### **Check list before you leave the centre:**

- Remove rubbish and leave the venue clean.
- Check that lights in the toilet are turned off.
- Turn off all lights, including outside light.
- Check that all heaters are turned off.

#### **Kitchen:**

- Take all your food out of the fridge.
- Turn off the steriliser on the wall.
- Turn off the hot water boiler on the wall.
- Put items back in the cupboard as listed on the kitchen content list displayed in the kitchen.
- If compost bin has been used please let the centre manager know about that.
- Check that oven is turned off and clean

#### **Church:**

- Put the chairs back in the same position and leave place as you found it.
- Make sure the gas heaters are turned off if you have used them.

#### **Hall:**

- Make sure the gas heaters are turned off if you have used them.

#### **Lounge:**

- Take all your food out of the fridge.
- Check that door to Ngauruhoe St is locked from inside
- Turn heaters off.

**Hirers are responsible for cleaning the venue before they leave, basic cleaning equipment and a vacuum cleaner is provided in the kitchen cupboard and in the storage room.**