

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.
- 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.
- 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.