

Facility Condition Checklist



Hirer to complete this form and return it to Council with the keys after the event.

The facility should be checked prior to the function to ensure it is in a suitable condition for use, that all equipment to be used is stored correctly and is available for use.

After the function the facility should be checked again to verify compliance with the conditions of use and to compile a record of the condition of the premises.

Date of Hire: _____ Facility: _____

Hirer: _____

Inspected by: _____

Signature: _____

PRE-EVENT CHECK	✓	X	Comments
Facility clean			
Equipment stored and working correctly			
Emergency exits clear			
Fire-fighting equipment in place			
Safety instructions provided			
Structural damage			
Equipment loss or damage			
Hirer satisfied premises suitable for use			

POST-EVENT CHECK	✓	X	Comments
Facility clean			
Equipment stored and working correctly			
Emergency exits clear			
Fire-fighting equipment in place			
Safety instructions provided			
Structural damage			
Equipment loss or damage			
Hirer satisfied premises ready for next hire			