Reset instructions

This instruction is for the clients who paid cleaning fee.

1. Chairs shall be places on the specified place in the venue, in correct way with 6 chairs in each pile/stack.
2. The tables shall be dried/wiped and placed on table carriages. The table carriages shall be placed on specified place.
3. Garbage bags should be tied together and placed on specified place.
4. Borrowed wardrobe rack/racks should be left in clean conditions.
5. Kitchen and pantry: Wash all dished, clean every countertops and equipment (including oven and stove), sweep and swab the floor.

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| Date: |
| Venue: |
| Responsible person: |
| Responsible host: |

For our long booking compounds/association/organizations:

Nockebysalen/Mossensalen – put the form in the letterbox in the door to janitors.

Brommasalen – put the form in the café.

Thanks for choosing Alviks Kulturhus for your event