

## The Chrysalis - Front of House Checklist.

We will deduct £30 from your returnable deposit if any of the following are not completed.

- Painted surfaces:** Do not stick anything on to these by any means whatsoever.
- Promotion material:** Do not remove any materials without asking the Theatre Manager.
- Furniture:** If moved, please return all furniture to its original location. (Make a note of where it is before moving it, as you might not be there to see its return.)
- Chrysalis programs:** You are expected to hand these out or add them to your programs. (Other groups are doing the same for you.)
- Dishwashers:** Load the machines, add a washing tablet (stored under the sink), close door firmly and press the green start button (20 minute programme).
- Crockery, cutlery and glassware:** Return these to their correct locations. (See photos of where things should go on the shelves.)
- Toilet Signs:** return these to the walls with the fire extinguishers on them.
- Electrical Appliances:** Ensure all drinks machines and fridges are switched off (unless asked not to by the Duty Manager).
- Electric Blue Steamer:** Turn this off at the wall.
- General Cleanliness:**  
(Mops can be found in the cupboard through the 1<sup>st</sup> door of the gents toilets. The broom & Hoover are in the cupboard next to stairs by the gents toilets).

**P.T.O**

Thank you for your co-operation. The Chrysalis is looking forwards to welcoming you back soon.

Chrysalis Management Team

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- **Foyer:** Mop up any spillages, sweep floor, wipe down all working surfaces.
- **Bar areas:** Mop up any spillages, sweep floor, wipe down all working surfaces.
- **Toilets:** remove any paper scattered on the floor and put it into the bins.

### **Recycling & Rubbish:**

- **Bottles, cans & plastic:** Ensure these are all rinsed and put into the appropriate recycling containers (located by the bars).
- **Waste Bins:** Empty all bins. Leave the bin bags in the lobby next to the ladies toilet. Replace with fresh bin liners (bin liners are located under the sinks).

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