

Tibberton Village Hall Cleaning Policy

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise. Failure to comply will invalidate the hall's insurance policy and consequential losses will be recovered from the Hirer. Any contents temporarily removed from their usual positions shall be properly replaced; otherwise, the Tibberton Village Hall Management Committee / TCLT shall be at liberty to make an additional charge. The Hirer should follow the guidelines set out below.

1. Cleaning

The Hirer shall ensure that all rooms used including the Entrance Hall, Kitchen & Toilets are swept clean & mopped if liquids have been spilt. If the kitchen has been used, the Hirer accepts responsibility for cleaning all appliances. Cleaning materials are provided for the purpose in the Cleaner's Room by the main entrance. Crockery & cutlery and glassware shall be washed & dried using the tea towels provided and then put away in the marked cupboards as instructed. Used tea towels should be left in the bin provided.

2. Removal of Refuse

Internal waste bins should be emptied into black bin bags and the bags placed in the large Wheelie Bin near the rear Kitchen door. All recyclable materials as defined by the current local authority instructions should be placed in the green wheelie bins near the rear kitchen door. If these are full, the surplus should be placed in a bin bag and left in the bin area near the rear of the kitchen.

No Hirer will be expected to do the job of a cleaner in so far as polishing, dusting etc. is concerned. The simple aim is for every hirer to enter the hall in a clean and tidy condition, exactly in the way they would want to find it and of course, to leave it in that same condition. The floor should be clear of all refuse, bins emptied, toilets and kitchen presentable etc.

If our tablecloths are used (please inform Hall Manager before booking) then these need to be taken home to wash and dry, once returned clean your deposit will be refunded.

On arrival, the following process should be carried out:

- AT THE COMMENCEMENT OF EACH HIRE, A CURSORY INSPECTION OF THE PREMISES SHOULD BE MADE. Any problems found, (rubbish on floors, bins not emptied, toilets/kitchen not clean etc.) should IMMEDIATELY be notified to the Hall Manger. If practicable, arrangements may be made to visit the hall.

- If the complaint is not notified at the commencement of the hire, any problem subsequently brought to notice can only be deemed to be the responsibility of that Hirer. (THE OBJECT IS TO NEGATE THE ALLEGATION THAT THE PROBLEM WAS PRESENT AT THE COMMENCEMENT OF THE HIRE.)
- The Hirer reporting the issue at the commencement of their hire, automatically therefore, absolves themselves of the responsibility for it and will not normally be responsible for clearing up the mess of the previous hirer.
- If the hall is left in an unacceptable condition, the responsible Hirer will be charged a £30 penalty fee, plus £16 per hour for cleaning, plus expenses.

THERE WILL BE NO PROBLEMS IF EVERYONE CLEARS UP PROPERLY BEFORE LEAVING THE PREMISES IN THE SAME CONDITION AS THEY FOUND IT. THANK YOU.