

GUIDELINES FOR CLEANING THE HALL

If You Have Booked the Cleaner:

- 1) If any food or drink has been spilt on the floor or someone has vomited, please ensure that this is cleaned up immediately.
- 2) If any glasses or bottles are broken please ensure that this is cleared up immediately (for your own safety as well as others)
- 3) Clear the tables of all food, ashtrays, crockery and glasses. Clean and put away the tables.
- 4) Ashtrays, crockery and glasses should be cleaned and cleared away.
- 5) The Bar area should be left as it was found and all empty bottles and cans disposed of in the bins provided at the front of the Hall
- 6) Please ensure that all confetti, glitter numbers and streamers have been swept up. The glitter numbers especially are very difficult and time-consuming to clear up. **Please note that the use of PARTY BOMBERS is strictly forbidden as the dye from these stain and is very difficult to remove from the floor. If they are used (and we WILL know!) you will lose your deposit.**
- 7) Take down all balloons, banners and other decorations that were put up for the occasion. If this is not done, you will be expected to do so the following day after checking with the Booking Secretary when it is convenient for you to return to the Hall.
- 8) Please ensure that the toilets are left in a reasonable condition and that toilet paper has not been strewn on the floor or that soap from the dispensers has not been smeared on surfaces. From past experience, this seems to happen when young children are at adult parties, so please ensure that children are supervised properly if attending your event.

If You Have NOT Booked the Cleaner

As stated on the Conditions of Hire, if you have not arranged for the cleaner to attend, you should leave the Hall clean and tidy and in the condition it was hired in, including ensuring the toilets, kitchen and floors are clean, stacking all tables and chairs in the place where they were found and depositing all litter in the dustbins provided or in suitable containers should the bins prove insufficient.

NB: The cleaner usually goes in at 8.00am following an event so please ensure that the Hall is cleared of all your personal possessions and the necessary clearing away is done before this time

Please do not leave rubbish or empty bottles/cans outside the kitchen door; these must be put in the bins provided at the front of the Hall

