

Cleaning of the Hall

The cleaner 's fee is £45 and must be paid directly to her by cheque or cash - please make cheques out to **S. Walsh** and send to the Booking Secretary at Sacred Hearts Parish Office, Moorend Rd., Charlton Kings, Cheltenham, GL52 3DG along with the hire form.

Cash can be left in a marked envelope at the parish office, but please make the Booking Secretary aware that payment has been made this way. Thank you.

The cleaners fee includes the cleaning and the putting away of the hall/lounge tables and the stacking of the chairs, the sweeping/vacuuming of the floors and the cleaning of the loos.

The cleaner does not do the washing up, empty the dishwasher or clean up the kitchen (other than the floors) and she is not responsible for collecting glasses, litter or debris or emptying the bins.

Please see that the premises are left as clean as tidy as possible so that the cleaner can do her specific jobs. We reserve the right to use all or part of the damage deposit as compensation if the cleaner is forced to complete tasks not specified.

Thank you for your co-operation. - **The Hall Management Committee**