

# Parish Halls – Rushmere St Andrew

TOWER HALL AND VILLAGE HALL  
www.parishhallsrsa.onesuffolk.net  
E parish.halls.rushmere@gmail.com

REGISTERED CHARITY 1111060

CORRESPONDENCE: The Secretary/Treasurer, Parish Halls - RSA  
Rushmere St Andrew Village Hall  
Humber Doucy Lane, Ipswich, Suffolk IP4 3PD

T 07507 492310 Bookings and General  
07538 929253 Accounts and General

## CASUAL HIRE AGREEMENT

Whilst your hire fee includes an element to pay the caretaker for time taken to clean the premises at the end of your hire, this time has been carefully calculated to cover reasonable soiling only. Any extra cleaning time required will be charged pro-rata against your Damage Deposit. It is therefore in your interest to ensure the hall is clean and tidy when you leave. Please use the list below to help ensure you have your Damage Deposit returned in full.

The caretaker will return to the hall 15 minutes before the end of your hire period to assist with clearing up. It is requested that your guests will have departed or been picked up by this time unless assisting with clearing away.

At the end of your hire period the following will be checked with the caretaker: -

1	Hall floor swept; spillages wiped up	
2	Ensure tabletops are wiped clean	
3	Lobby carpets vacuumed if necessary	
4	Kitchen floor reasonably clean - Floor spillages wiped up and floor swept	
5	Kitchen work surfaces cleared	
6	Any used crockery and cutlery washed up and put away	
7	Toilets in a reasonable condition - Toilets flushed and floor clear of toilet paper\paper towels	
8	Rubbish bagged and removed from the hall ( <i>Wheelie bins are near car park barrier – in fenced compound area at Tower Hall</i> )	
9	If used make sure garden is clear of belongings and rubbish	
10	Windows closed	
11	Please remove all personal belongings from the premises	

**I, the Hirer or authorised representative,  
agree to the terms detailed in the End of Hire  
Checklist above**