

# Victoria Village Hall, Abersychan

## Waste Management & Cleaning Policy

### Purpose

This policy sets out the responsibilities of all hirers in relation to waste disposal and cleaning to ensure Victoria Village Hall remains clean, safe and ready for subsequent users.

### Waste Disposal

1. Hirers are responsible for removing **all waste generated during their hire** from the premises at the end of the rental period.
2. The only exception is waste produced through the use of the **Hot Station or Kitchen**, which may be disposed of in the designated bins provided by Victoria Village Hall.
3. General waste, food waste, recyclable materials, packaging, bottles, cans, decorations and any other rubbish must **not** be left inside the hall, in external bins or adjacent to the building unless specifically authorised.
4. Recycling from Hot Station or Kitchen must be placed in the correct designated containers. Hirers must ensure recyclable materials are not contaminated with general waste.

### Cleaning Responsibilities

Before leaving the premises, hirers must:

- Leave all rooms, kitchen areas and toilets in a clean and tidy condition.
- Wipe down tables, work surfaces and any equipment used.
- Return all tables, chairs and other equipment to their designated storage locations.
- Remove all personal belongings, decorations and equipment.
- Sweep up any excessive dirt, food debris or spillages resulting from the hire.
- Ensure the hall is secured in accordance with the closing procedures provided.

### Additional Charges

Victoria Village Hall reserves the right to recover the cost of any additional cleaning or waste disposal required as a result of a hirer's failure to comply with this policy.

Charges may be applied where, including but not limited to:

- Waste is left on the premises.
- Waste is placed in external bins without authorisation.

- Recycling is contaminated or mixed with general waste.
- The hall, kitchen, toilets or surrounding areas are left in an untidy condition requiring additional cleaning.
- Furniture or equipment is not returned to its designated location.

Where a security deposit has been paid, any cleaning or waste disposal charges may be deducted from the deposit. Where costs exceed the deposit, the hirer will remain liable for the full amount and will be invoiced accordingly.

## Compliance

Failure to comply with this policy may affect future booking applications and may result in additional charges in accordance with the Hall Hire Terms and Conditions.

Victoria Village Hall appreciates the cooperation of all hirers in helping to maintain a clean, safe and welcoming community facility for everyone.

*Current 29 July 2026*