

Clean-Up & Reset Policy

This policy outlines end-of-booking expectations, including tidying, equipment reset, and waste disposal, to ensure the venue remains clean and ready for the next guests.

The named booker is responsible for ensuring the venue is left tidy at the end of the booking.

1. End-of-Booking Expectations

Before leaving, guests are expected to:

- Return all equipment to its labelled storage areas
- Put tables, chairs, and furniture back in their original positions
- Remove any decorations brought into the venue
- Place rubbish in the designated bins
- Check and empty the toilet bin if required. Put waste into the designated main bin
- Wipe up spills and remove food debris
- Leave floors clear of hazards and belongings

A reasonable standard of tidiness is expected rather than professional-level cleaning.

2. Equipment Reset

To ensure the next guests can enjoy the space:

- Equipment must be returned neatly to its labelled storage location
- Items should be dry and free from food or debris before storing
- Damaged or faulty equipment must be reported
- Do not leave equipment assembled unless instructed

3. Rubbish & Waste Disposal

Guests are responsible for managing waste during their booking.

- All rubbish must be placed in the bins provided
- Bin liners should be tied securely if full
- Recycling should be separated where indicated
- Large or excess waste must not be left behind

4. Food & Spill Management

- Spills should be cleaned promptly to prevent slipping hazards and staining.
- Food debris should be cleared from tables and floors.
- Sticky residues should be wiped away.

Cleaning materials are provided for convenience.

5. Additional Cleaning Charges

If the venue is left in an unreasonable condition, additional cleaning or reset charges may apply.

This may include, but is not limited to:

- excessive rubbish left behind
- food waste or spills not cleaned
- equipment not returned to storage
- confetti, glitter, or prohibited materials requiring extra cleaning
- significant reorganisation of furniture or equipment

Charges are applied to cover the time and cost required to restore the space.

6. Leaving the Venue

Before departure, please ensure:

- personal belongings are collected
 - rubbish is disposed of appropriately
 - the venue is tidy and ready for the next guests
 - lights and doors are left as instructed
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✓ Agreement

By attending your booking, you agree to leave Tovah tidy and reset in accordance with this policy.