



Goxhill Parish Council

Invitation to Contract

Goxhill Memorial Hall and grounds

Goxhill Memorial Hall is seeking quotations from a **suitably experienced caretaker** to look after the cleaning and maintenance of Goxhill's Memorial Hall and the maintenance of its grounds. The Hall Committee will provide suitable equipment for cleaning the inside of the hall but applicants are expected to provide their own gardening tools, appropriate to the work required, along with valid liability insurance.

The services must include:

- General cleaning of the Memorial Hall building, during the free time between booked events. This includes cleaning and stocking the toilets and kitchen, cleaning the stage area, the snooker room and the various other storage areas/rooms.
- Carrying out cleanliness checks of the hall at the weekends after private parties and functions to ensure the hall is clean and tidy, and adequately stocked, and ready for the next hirer.
- Following instructions given by the committee, liaising with maintenance contractors (electricians, plumbers, joiners) to ensure the building and its facilities are kept in optimum working order.
- Carry out monthly safety checks to ensure the building meets the regulatory standards for public access and use.
- Carrying out general maintenance to the Memorial Hall and the areas around the building. Materials to be supplied by the hall and the time spent to be accounted within the weekly allowance for cleaning and maintenance. This includes minor maintenance and repair to plumbing, paintwork, walls, lighting, woodwork etc.
- Cutting the grass in the area to the side of the hall, keeping all the hedges neatly trimmed and ensuring the paths, steps and car park around the hall are free from weeds and debris. The time spent on this task to be carried out within the 70 hours allotted, spread throughout the year as required.

Start Date:

The successful applicants contact will begin on **1st May 2019**

Length of Contract

The contract term is for a 4 year period. The successful applicant will be required to submit a monthly timesheet and invoice.

Hours of work

The contracted hours are approximately 10 hours per week for cleaning and maintenance of the building and 70 hours per year for keeping the grass cut and the surrounding area clean and tidy.

Payment

Payment will be 12 equal amounts to be paid on submission of a monthly invoice, after the monthly meeting of the Memorial Hall sub-committee, (third Wednesday of every month). The allocation of hours spent in Hall cleaning and maintenance or grass cutting and hedge trimming to be clearly shown on the submitted invoice.

Further information can be obtained from the Clerk, or any member of the Parish Council.

Should you be interested in quoting for this, please submit your quotations to:

FAO: Parish Clerk
Goxhill Parish Council
Parish Rooms
Howe Lane
Goxhill
DN19 7HS.

Or email goxhillparishcouncil@gmail.com

The Closing date is: 12 noon on 20th April 2019.

Many Thanks

Vicky Haines
Clerk to the Council