



### Work Date and Time

The 2015 Wausau Area Hmong New Year Celebration is on Saturday, October 31<sup>st</sup>, 2015 and Sunday, November 1<sup>st</sup>, 2015. The event will be held at the Greenheck Field House (6400 Alderson St. Weston, WI 54476). The cleaning group is to report to work on Friday, October 30<sup>st</sup> at no later than 5:00pm and end the day at 11:00pm. Work will continue on Saturday, October 31<sup>st</sup> starting at 8:00am and end at 12:00am or until all trash has been picked up. The cleaning group will report to work on Sunday, November 1<sup>st</sup> at 8 am and will end the shift at 7:00pm or until all trash has been picked up.

### Responsibilities of the Cleaning Group

The Cleaning Group must be responsible for the following duties relative to the 2015 Wausau Area Hmong New Year Celebration:

1. Set up all chairs and tables in the Greenheck Field House gym, DC Everest Senior High School cafeteria, and in the booth sales area around the hallways on October 30th (Friday beginning at 5 pm) and on November 1<sup>st</sup> (Saturday morning beginning at 8 am).
2. Organize/straighten chairs and tables in the Greenheck Field House gym for the Saturday evening entertainment program (Work begins at 5 pm or shortly after the day time program is complete).
3. Take down and pile up all chairs and tables at the end the New Year celebration (Late Sunday afternoon).
4. Clean floors and change trash/garbage containers in the DC Everest Senior High School area including kitchen, cafeteria, hallways, and appropriate bathrooms.
5. Clean floors and change trash/garbage containers in the Greenheck Field House's gym, hallways, and bathroom areas.
6. Pick up all trash outside the Greenheck Field House and the DC Everest Senior High School buildings where the New Year activities take place.
7. Must provide adequate personnel (at least 6 staff on site at all times) to do the cleaning throughout the New Year event.
8. Must have a group supervisor and/or a contact person on site throughout the New Year event; This individual will be given a walkie talkie and must be accessible at any given moment (in person or walkie talkie)
9. Perform other appropriate cleaning duties as deemed appropriate or as requested by the 2015 Wausau Area Hmong New Year Planning Committee.
10. Must work cooperatively with the 2015 Wausau Area Hmong New Year Planning Committee throughout the New Year event.
11. Must immediately report any set-up/cleaning issues to the Khoua Vang Thao, Co-Chair of the 2015 Wausau Area Hmong New Year Planning Committee.

**Important Note:** All work must be performed by group members identified in the above list. The group does not have the authority to hire a third party to perform the mentioned responsibilities.

Application Deadline

All interested cleaning groups must submit this application to the Hmong American Center by Friday, October 2<sup>nd</sup>, 2015 3 pm. The New Year Planning Committee will review all applications and will make a decision by no later than Friday, October 9, 2015. All applicants will receive status notice via mail by no later than Wednesday, October 14, 2015. Selected cleaning group will receive a copy of signed contract for record keeping purposes.

Cancellation

After the cleaning contract has been signed, the Cleaning Group must notify the New Year Planning Committee in writing 10 days prior to the New Year event to cancel the contract. The Cleaning Group will be responsible for the tasks/responsibilities identified above if the New Year Planning Committee does not receive the cancellation notice prior to the cancellation deadline; assuming that the New Year Planning Committee cannot find a suitable replacement.

Payment

The 2015 Wausau Area Hmong New Year Planning Committee agrees to pay the Cleaning Group a total amount of \$1,500.00 for the service. Payment to the Cleaning Group will be made within seven (7) business days after the New Year event. The payment check will be made out to the Cleaning Group leader unless specify otherwise.

Liability

The New Year Planning Committee and The Hmong American Center is not responsible and will not be liable for any injury, loss or damages done or incurred by the cleaning group. Any injury, loss or damages done or incurred by the cleaning group will be the sole responsibility of the cleaning group.

Signature

I have read, understand, and agree to the work requirements of this 2015 Wausau Area Hmong New Year Celebration cleaning service agreement.

\_\_\_\_\_  
Cleaning Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Xiong Vang, 2015 New Year Chair

\_\_\_\_\_  
Date