

CHURCH HALL BOOKING TERMS & CONDITIONS

- 1.** The charge for hire is £15 per hour and receipt of a deposit of at least 50% is required to confirm the booking.
- 2.** The deposit is not returnable if the booking is cancelled within two weeks of the date of the event booked.
- 3.** Balance of hire charge to be paid on the day of hall hire. For regular clubs, payment of rent must be made on a monthly basis or more frequently if preferred. Failure to do so will result in review of hall use.
- 4.** Fire Regulation Procedures located in the hall entrance area/Jubilee Room must be read in case of an emergency. Any accidents must be recorded in the accident book, located in the kitchen.
- 5.** Groups must have their own activity insurance and carry out their own DBS checks – evidence of these documents should be provided to the hall committee. A maximum number of 120 people is permitted.
- 6.** Hirers are responsible for leaving the hall* in the condition in which they find it. This includes putting away all tables and chairs, ensuring the hall* is left clean and tidy, and all lights switched off; additionally a safety check should be completed before leaving to ensure all rooms are empty (especially the toilets). Hirers must provide their own tea towels and cleaning materials.
- 7.** Paper towels etc must not be flushed down the toilet. There is a bin in the Disabled toilet for the disposal of nappies.
- 8.** Disposal of rubbish - hirers must bring black sacks which must be placed in the wheelie bins at the main door, with material for recycling (paper/cardboard, glass/plastic bottles and cans only) in the appropriate bin.
- 9.** Breakages to be paid for at cost and nothing may be affixed to the walls.
- 10.** Volume of sound equipment must not be audible outside the building.
- 11.** The hall does not have a licence to sell alcohol.
- 12.** The event must finish and the hall vacated by 11.00pm.

****"Hall" includes the Ladies, Gents and Disabled toilets, and the kitchen if used***
