

## St George's Parish Hall Hire Terms and Conditions

St George's Parish hall is provided as a community facility, and is available for hire for parties, Weddings, Baptisms, meetings, coffee mornings, community events, clubs and societies.

### Hire Charges

Description	Charge
Parish Hall Hire for 2 hours or less	£30.00 per hour
Parish Hall Hire for up to 5 hours	£125.00 (half day)
Parish Hall Hire for up to 12 hours	£250.00 (full day)
Parish Hall Hire for Wedding Receptions <i>(This includes access the night prior for setting up after 6pm)</i>	£350.00
<b>Please note: These charges apply from the time the key for the hall is collected from the Presbytery to when it is returned. Any additional time taken will be charged at the appropriate rate.</b>	
<b>Deposit:</b> a deposit will be required at time of booking for £50. On satisfactory inspection of cleanliness of the Hall, kitchen, surrounding grounds and contents the deposit will be returned, less any fees, no later than 10 days following my booking.	
<b>Cancellation fees:</b> Cancellations will be charged at the full rate if less than 7 days' notice is given. Where less than 14 days and more than 7 days' notice is given a 50% refund will be given.	
<b>Payment terms:</b> Fees must be paid no later than 14 days prior to the booking.	

### Please Note:

- We reserve the right to charge the hirer for additional costs for cleaning, repairs or loss replacement. This includes refilling/replacement of fire fighting equipment that has been used in a non – fire situation.
- Smoking is prohibited within all areas of the hall and the grounds, this includes the Piazza between the hall and the Church.
- It is not permitted to drink alcohol outside the hall.
- Ensure the fire doors are unobstructed at all times.
- Do not wedge/prop fire doors open.
- No vehicles are to be left on the premises overnight.
- Prices are subject to change.

### Facilities

Hire charges include;

- The use of main hall
- Kitchen and its appliances (to include water heaters, please switch off after use )
- The side rooms
- The tables and chairs
- Electricity, heating and the sound system

- Garden area.

### **Hirers responsibilities**

- The hirer is responsible for any damage or loss to the hall and grounds during the hire period, and for the hall and grounds being left in a reasonable clean condition.
- Tables and chairs, having been wiped over must be returned to the location where they were found. Please do not stack chairs against the painted walls.
- There is a large fridge available for use and is located in the storage room, however, please ensure it is left clean, switched off with the door open after use. The key for the storage room is hanging on the side of the cupboard situated above the smaller fridge in the kitchen. Please note, We do not have pans available for use on the hob.
- Any equipment used must be returned to the location where found.
- Kitchen and hall to be cleaned and vacuumed and left as found. (vacuum can be located in the storage room next to kitchen).
- Ensure all taps in toilet and kitchen are turned off.
- There are bins in the kitchen, one for general rubbish and one for recycling. **Any surplus rubbish must be taken away by the hirer.**
- Used tea towels are to be returned with the key to the Presbytery.
- Do not use pins, blu-tac or adhesive tape on the walls or paintwork. All decorations must be removed before leaving hall.
- Helium balloons **MUST** be secured at all times within the hall. An additional charge may be made for retrieval of any balloons that are released into the ceiling space.
- The use of fireworks in the grounds or hall is expressly forbidden.
- The toys in the parish hall belong to a private group and are not available for anyone else hiring the hall.
- Any electrical equipment brought into the hall by the Hirer, or on behalf of the Hirer must be PAT tested.

### **And finally**

Please ensure all the lights, taps, water heater, kettle and dishwasher are all turned off (lights in the foyer, corridor and toilets work off a sensor).

All doors are to be closed and locked, including fire doors.

Please ensure key is returned to presbytery.

I have read and agree to the terms and conditions of use. I have also completed a booking form and enclose it with a security deposit of £50 which will guarantee my booking. I understand that this will be refunded no later than 10 days following my booking if the hall and grounds are left after use as directed in the terms above.

I understand that if the hall is not left in an acceptable state and cleaning, moving of furniture or removal of rubbish is required then the refund of the deposit will be less any expenses incurred.

I agree to inform the parish office of any breakages and to pay and subsequent costs incurred.

***After reading the terms and conditions above, please ensure you sign the booking form***