**HALE CHAPEL HALL & JOHN CLARKE ROOM**

**CONTINUOUS HIRE - TERMS AND CONDITIONS**

It is a condition of booking the Hale Chapel Hall or John Clarke Room that the following Terms and Conditions are accepted.

1. Payment terms are as agreed with Hale Chapel Hall

2. Hirers must give one calendar month’s notice to Hale Chapel Hall if they wish to discontinue

3. For Environmental & Safety reasons, Hirers and their guests must:

 a) Not use the stage or the garden

b) Keep windows closed to prevent noise nuisance to neighbours.

 c) Leave quietly to respect the rights of nearby residents.

4. The Chapel does not accept liability for damage or loss, however caused, to hirers, their guests, property or vehicles during the period of Hire.

5. Where the activities of the Hirers require it, current indemnity insurance must be held and a copy provided as proof to Hale Chapel Hall before hire can commence

6. The Premises Licence permits regulated entertainment for a maximum of 60 people daily between the hours of 10:30 and 23:00

7. The Hall is not licensed for the sale of alcohol. Alcohol may be consumed on the premises (but not within the grounds) for parties etc., but cannot be sold.

8. Hirers are responsible for leaving the Hall and the John Clarke Room in a clean and tidy condition. Rubbish should be recycled appropriately using the bins outside the back door.

9. Hirers should arrive and leave at the agreed times

10. Hirers must ensure that all doors are closed and all lights switched off upon exiting the building

11. Smoking anywhere within the buildings and the grounds of Hale Chapel Hall is strictly not permitted

12. The hall and John Clarke Room will be closed over the Christmas and New Year period. Closure dates will be advised to all hirers by 1st December at the latest.

13. The Hale Chapel Executive Committee reserves the right to refuse, postpone or cancel a potential booking for any reason, at its discretion.