**HALE CHAPEL HALL & JOHN CLARKE ROOM**

**SINGLE EVENT - TERMS AND CONDITIONS OF HIRE**

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

1. A damage deposit of £50 is required, in advance, returnable after the event. This is without prejudice to the right of the Chapel to claim further sums reflecting any damage incurred.

2. Payment must be received 7 days in advance of the event date

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 organisers, their guests, property or vehicles during the period of Hire.

5. Where the activities of the Hirers or Entertainers etc. require it, current indemnity insurance must be held.

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. If the bins are full, hirers must take their rubbish away with them. There will be a charge of £5 per bag for any rubbish left at the site.

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