

CONDITIONS OF HIRE – ST CHAD’S CENTRE

(November 2023)

Company Number: 07989722

To avoid any misunderstandings when hiring the Centre, we draw your attention to the following:

		Hirers Initials
1	The kitchen is to be shared by all users of the Centre. There may be other hirers at the Centre at the same time as your event but they will be asked to use discretion when accessing the kitchen during your event in the main hall.	
2	The times booked include time to set up and clear up after your event.	
3	Any hirer who arrives late (15 minutes plus) or any party or event which overruns the booked time, will incur a charge of £10.00 for every hour, or part of, over the time. There will also be a further charge of £10.00 for the inconvenience to the volunteer attending to open/close up (deducted from deposit).	
4	All areas, including the kitchen, must be cleared and cleaned before exiting. There will be a charge (deducted from the deposit) for any party who does not leave the Centre clean and tidy.	
5	We do not have commercial waste disposal facilities so all rubbish must be taken away. Failure to do so will incur an additional charge of £10.00 (deducted from deposit).	
6	Balloons are not to be left at the Centre as they set off the alarms. Accordingly, there will be a £5.00 charge if balloons are not removed.	
7	It is the hirer’s responsibility to assess the facilities provided and determine suitability for their event.	
8	All equipment and furniture must be returned to its rightful place as shown by the photos in each room.	
9	Credit card holding charge will be removed after the party/event once it has been confirmed that there is no damage and no additional cleaning has been required.	
10	As the named event organiser you are responsible for the behaviour of the guests attending your event. Please be sensitive to the surroundings of the Centre and to nearby residents when entering and exiting the building.	

Please initial each box and sign below to confirm acceptance of these conditions. Bookings will not be accepted without this fully completed form. Emailing a completed version to stchadscentrebt@gmail.com or uploading it to the booking website will be deemed ‘electronically signed’.

Print name:

Signed:

Date: