

# **Chalfont St Giles Reading Room**

## **TERMS AND CONDITIONS OF LET**

### **Bookings**

All applications for the hire shall be made on the appropriate form, at least two weeks prior to the event date, and the applicant must be aged 25yrs or over.

Upon receipt of acceptance of the booking together with an invoice for the event the Hirer must make payment within seven working days.

The facilities should only be used for purposes stated on the booking form.

Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.

In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge may be made at the discretion of The Reading Room Committee. Generally, cancellations made within one calendar week of the booking may incur a charge of 50% of the hire charge agreed at the time of booking.

Hire charges will be in accordance with the pricing published on this website at the time of the booking application.

The Hirer shall leave the Hall in a clean and tidy condition. Cleaning charges of £10 per hour may be levied if necessitated.

The Hirer shall be held responsible for all damage to the hall during the event and will be liable for all costs incurred to repair such damage.

It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in a safe and sound condition and complies with all relevant safety conditions.

### **Insurance and liability**

The Reading Room is insured through Ecclesiastical Insurance and its public liability cover extends to one-off and regular hires by non-commercial hirers of the hall.

If you have concerns/queries regarding insurance, please contact the Bookings Secretary before confirming your booking.

Hirers are strongly advised to ensure they take out suitable insurance to cover their event for making good any damage or meeting a claim from an injured person for which the organisers could be held responsible.

Without limiting any other aspect of these conditions, the Hirer will indemnify the Reading Room Committee from and against all actions and claims, including loss of properties belonging to the hirer or users.

It is the responsibility of the Hirer to familiarise themselves with the fire and safety regulations. The hirer shall regulate admissions so that at no time is the maximum capacity set by the Reading Room Committee exceeded (maximum capacity one hundred people).

### **Consumption of Alcohol in the Reading Room**

Events at which alcohol is sold (or included in ticket price) must have a liquor licence, available from Chiltern District Council by application at least 6 weeks before the event.

The Reading Room Committee will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.

Bookings by any school shall be under the supervision of the Head Teacher or delegated member of staff throughout the duration of the event.

Special arrangements regarding deposits and supervision may be made, particularly for bookings for anyone under age 25.

All disputes, which may arise, shall be settled by The Reading Room Committee whose decision shall be final.

There will be NO SMOKING in any area of the hall or the garden

Dogs are not allowed in the Reading Room or the garden.

### **General housekeeping terms**

Please ensure that you leave the Reading Room in a clean and tidy condition. Please note:

Supply your own tea towels, bin liner and washing up liquid

Do not attach decorations or notices to the walls.

·Do not apply Blu-tack or Sellotape to any surfaces

Before you leave:

Thoroughly wash and put away all crockery and cutlery used

Clean the kitchen surfaces

Chairs and tables from the shed to be returned

Make sure remaining chairs are stacked neatly in the main room

Sweep the floor (vacuum cleaner and dustpan/brush to be found inside cupboards in the toilet/washroom)

Take away all rubbish and decorations (and please do not leave it by the public litter bin in the High Street)

Ensure you have locked the back door/s and side gate

Close the windows

Return shed and back door keys to hooks

Turn off all lights

### **The Garden:**

The Garden may be used on condition that:

No dogs are permitted access

No smoking is permitted

No music or other amplified sound to be played outside

Children must be supervised. Adults are advised that the trees are not considered safe for climbing and no responsibility can be taken for injury incurred if this advice is ignored

The child lock on the side gate is kept engaged if there are children present at the event

Please report any problems to Kevin Searle on 0782 504 1971 or [csgrrbookings@gmail.com](mailto:csgrrbookings@gmail.com).

These terms may be updated from time to time so do check for the latest version on the website before making a reservation, even if you have hired the Reading Room previously.