

OUR LADY OF THE ANGELS RC CHURCH

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Terms and Conditions January 2022

To ensure that the Parish Hall and Facilities can continue to be enjoyed by both Parish Groups and those who hire it for events and Functions we ask ALL Hirers/Users of the Hall premises to read and observe the following general terms of use.

Fees – Charge of Hire of Hall £20 per Hour - Lounge Hire £20 per Hour – Use of the kitchen and its facilities are included. These charges apply from when the key is used first until the Premises are locked up. **Any additional time ie setting up will be charged at the appropriate rate.**

Bookings.

Regular monthly Booking Hire will be paid in advance at the beginning of each month unless otherwise agreed. Cancellations will not be refunded unless notified within 7 days. No Hire dates will be held without payment in advance.

Specific Event Booking Fees to be paid in full prior to booking by bank transfer (details on booking form) or by posting Fees into presbytery (house attached to church) letterbox or through the Parish office. Electronic Receipts are issued on Full Payment.

Security

A Refundable deposit of £50 is required at the time of the booking in lieu of damages incurred during event. **No booking is confirmed until the deposit has been paid, this leaves the date open to other bookings!** This is refundable after event. It shall be refundable to the hirer in the event of the Church cancelling booking. Hiring fee is to be paid in full **at least one week before** the Hiring.

Hire of Hall includes the use of tables and chairs in store cupboard and the Kitchen and its Facilities this includes cooker, fridge, dishwasher, microwave, crockery, cutlery, glasses, and tea towels.

Sorry but NO Bouncy Castles allowed due to previous damage to ceiling tiles, and **NO Smoke Machines** as these set off the Fire Alarm.

Health and Safety.

No children allowed in the table storage room for Health and Safety reasons.

Children are not allowed unsupervised in toilets again Health and Safety. Ensure all Fire doors are unobstructed at all times.

- DO NOT – wedge or prop open Fire Doors.
- DO NOT – move Fire extinguishers from their designated positions.
- DO NOT – use 'blu tac' or similar on painted surfaces.
- DO NOT play any ball games in premises.
- NO Bouncy Castles allowed.
- NO Smoke Machines allowed.

*Please bring black rubbish bags with you as All rubbish created is to be **removed from the premises** by the person responsible for hiring event.*

Please ensure all water and heating, dishwasher and lights are turned off at the end of the event. All rooms are to be left in the condition they were found especially the kitchen and toilets and all furniture returned to original positions and floors cleaned, brooms, dustpan and brush found in the table store cupboard.

All cutleries and crockery are to be washed and replaced where stored. Please report breakages. Tea towels are to be cleaned and returned to Kitchen please.

Please lock all doors internal and external on leaving.

Not Permitted on Premises at Any Time.

Smoking is strictly NOT permitted inside the building.

Evidence or use or allowing use of Prescribed or Controlled Drugs on Premises will mean prosecution of those permitting or using.

Alcohol is permitted for celebratory purposes (within reason) but must NOT be sold at any time on or around premises.

AGREEMENT

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF USE. I have also completed a booking form and enclosed with it a Security of £50 which will guarantee my booking. I understand that this will be refunded no later than 10 days after the return of the keys to the Presbytery and the premises being left in the condition of these Terms and Conditions. I understand that if the premises are not left in an acceptable state and cleaning, moving of furniture or removal of Rubbish is required then any refund will depend upon extra cost incurred. I agree to inform Parish Office of any breakages and to pay any subsequent cost incurred.

Signed.....Dated.....