

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 Rita Browning on 01494 871951

AND Please don't forget to return the Reading Room key!

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

Chalfont St Giles Reading Room

TERMS AND CONDITIONS OF LET

1. All applications for the hire shall be made on the appropriate form. The Hirer must be aged 25yrs or over. The application should be accompanied by the fee for the hire period, and a returnable deposit (subject to no damage or variation from the hire conditions) of £50. Payment must be received at least two weeks before the hire date.
The facilities should only be used for purposes stated on the booking form.
2. Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
3. 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 will incur a charge of 50% of the hire charge agreed at the time of booking.
4. Hire charges will be in accordance with the pricing policy operating at the time of the let, and will be available on request and on the website at www.chalfontstgilesparishchurch.com/#!/hall-for-hire/pbbfg
5. The Hirer shall leave the Hall in a clean and tidy condition. Cleaning charges of £10 per hour will be levied if necessitated.
6. The Hirer shall be held responsible for all damage to the hall during the let and will be liable for all costs incurred to repair such damage.
7. 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

- a. 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.

- b. 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.
- c. 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.
- d. 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 100 people).

Copyright

The Hirer shall commit no infringement of the copyright act. The Hirer will relieve the Reading Room Committee from all claims and actions.

Consumption of Alcohol in the Reading Room

- a. 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.
- b. An additional, returnable, deposit of £150 will be required where alcohol is to be consumed during the event.

General terms

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 let.

- a. Special arrangements regarding deposits and supervision may be made, particularly for bookings by anyone under age 25.
- b. All disputes, which may arise, shall be settled by The Reading Room Committee whose decision shall be final.
- c. There is no telephone line at the hall. We recommend the availability of a mobile phone for all functions.
- d. There will be NO SMOKING in any area of the hall or the garden
- e. 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.

In particular please note:

- Supply your own tea towels, bin liner and washing up liquid
- Do not permit smoking in the building or garden
- 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/wash room)
- 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