

## **Terms and Conditions 2018**

1. Alcohol is not to be sold without acquiring the necessary licences from the Council. All events where alcohol may be served must be agreed by the Centre Lettings Administrator prior to the event.
2. All rubbish must be taken home and not disposed of on the Church premises.
3. Only religious events that comply with the Evangelical Alliance and Church of England's statement of faith may be hosted on the premises.
4. No loud music may be played after 10.30pm.
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6. All events must be finished and off the Church premises by 11.00pm.
7. When using the Hebron Hall, please do not leave open the glass fire exit doors after 6pm.
8. Due consideration must be given to other users on the premises and local neighbours with regards to noise and disruption.
9. You are responsible for any children in your group. Christ Church's child protection policy must be adhered to at all times – see our Child Protection Policy on our website.
10. Users must leave rooms and kitchens tidy and clean with chairs and tables put away correctly. Any spillages must be cleaned up and reported to the Centre Lettings Administrator. Any damage must be reported and may be chargeable.
11. Nothing may be fixed to the walls.
12. The car park is for use by all hall hirers, excluding the yellow permits bays numbered 1 - 13 opposite the Church office Monday – Friday, 7am – 7pm. Please only park in marked bays and do not block any exits.
13. Hirers will be issued a key for one of the two main entrances if necessary and may be asked to leave a £50 cash deposit. Every hirer is responsible for ensuring this entrance is securely locked when they leave.

### **Cancellation Policy**

If you need to cancel your booking for any reason, please contact the Church Office immediately. Please see below for the cancellation charges:

- 2 weeks or more prior to the booking date = 10% of the total hire fee
- Within 2 weeks of the booking date = 20% of the total hire fee
- Within 24 hours of the booking date = 50% of the total hire fee