



Codsall

CONDITIONS OF HIRE

PLEASE READ THESE HIRE CONDITIONS BEFORE COMPLETING YOUR APPLICATION

1. A minimum non-returnable deposit of 25% of the total cost of hire, (£15 per hour) must accompany your Booking Application Form. Payable by Bank Transfer (see booking form for details) or **Cheques to be made payable to "Codsall Parochial Church Council"**.
2. If total charge is less than the deposit, then the total charge is to be paid.
3. The balance of the hire charge is to be paid not less than 10 days before the event.
4. An indemnity deposit of £20 must accompany the booking application. This money will be held by the Management and used in full, or part, to offset any damage or other costs incurred by the Hirer. The indemnity deposit, of balance thereof, will be returned within 7 days of the event. **Please pay indemnity as cash or separate cheque.**
5. **BOOKINGS ARE CONFIRMED BY RETURN OF THE BOOKING APPLICATION TOGETHER WITH HIRE CHARGE DEPOSIT AND THE REFUNDABLE INDEMNITY DEPOSIT. (Indemnity deposit separate please).**
6. Late cancellation may result in the loss of the deposit at the discretion of the Management.
7. The premises, crockery and all equipment and toilets must be left in a clean and tidy condition.
8. The Hirer will make good any damage to the building & contents incurred during use.
9. No equipment to be left on the premises except by prior arrangement with the Management, at Hirer's risk.
10. THE HIRER IS RESPONSIBLE FOR THE SAFETY AND SECURITY of the building during the hire period and will check windows, doors and lighting before leaving the premises locked.
11. BECAUSE OF THE CLOSE PROXIMITY OF PRIVATE HOUSES, THE HIRER WILL ENSURE THAT THE NOISE LEVEL IS KEPT TO A MINIMUM.
12. NO AMPLIFIED MUSIC IS PERMITTED.
13. Events must conclude by 11pm.
14. CARS SHOULD NOT BE PARKED IN CHURCH ROAD or in the Private area adjacent to the building. There are ample public car parks available opposite the bottom of the Church Road and in Codsall village.
15. In the interest of PUBLIC SAFETY, no more than 60-70 people may be present in the building at any time.
16. Any breakages will incur a charge of £5 initially (taken from the indemnity deposit) then a further £1 per item thereafter, which will also be deducted from the deposit.

Insurance

The Hirer will be responsible and will indemnify Codsall PCC Parish Rooms for all accident, injuries and losses and for the cost of repair for any damage done to any part of the property or the contents of the building, over and above that covered by the indemnity deposit, which may occur from any cause whatsoever (including willful or deliberate damage) in connection with their use of the premises and for any claims made against Codsall PCC by any third party as a result of the acts of the Hirer or the Hirer's guests. The Hirer and their guests are responsible for their own insurance to cover these risks along with adequate public liabilities insurance. Codsall PCC Parish Rooms are covered by statutory public liabilities insurance.

THE MANAGEMENT RESERVES THE RIGHT TO REFUSE OR CANCEL ANY BOOKING AND TO CHANGE THE CONDITIONS AND CHARGES AT ITS DISCRETION.

Date of Hire /...../..... Time of Hire: from to.....

PLEASE RETAIN THESE CONDITIONS OF HIRE FOR YOUR REFERENCE