

Organisation:

Date of hire:

Terms and conditions of hire

1. The hall/cafe will be available from the start of the hire time until the end of hire time. Any setting up time should be included on your hire form.
2. You must make yourself familiar with the fire evacuation instructions and Safeguarding guidelines- displayed in Hall and cafe
3. No food or drink may be brought into the hall or cafe, unless by prior arrangement
4. If additional cleaning is necessary after your event you will be billed for the cleaning time
5. Report any accidental damage to a member of Floral Hall staff or a director. The hirer is responsible for any damages.
6. For Health and Safety reasons children are not allowed on, or behind, the stage, unless a stage production
7. If there are any changes to the agreed requirements we must be notified at least a week in advance so the contract can be reviewed.
8. No Fire Exits to be obstructed or locked
9. Use only Bluetack to fasten notices/labels to a wall- no sellotape or screws etc.
10. No electrical equipment should be used in the hall or cafe unless it has been PAT tested
11. Floral Hall reserve the right to cancel any function
12. The hirer must be present at the function and handle any queries concerning admission or running of the event
13. No candles (with the exception of birthday cake candles), fireworks, Chinese lanterns, crazy string or chocolate fountains are allowed inside or within the boundary of the building
14. Floral Hall and the cafe are non-smoking areas
15. Floral Hall will ensure that the building is opened and closed at the times requested

Cost of hire

After the charges have been agreed you will be asked to pay a non-refundable deposit of £20 if the hire is less than £200, £50 if over £200 and £100 if over £400.

The date is not secured until this has been paid and the Terms and Conditions form has been returned

The balance is to be paid four weeks before the event.

You will be given an invoice listing the balance remaining and the date by which it is to be paid

An additional returnable £100 will be added to the balance if you bring in food/ food is booked
This will be refunded after the event if the venue is left in an acceptable condition.

Cancellation Charge

Please see below our charging policy for cancellation of a booking for the hire of the Floral Hall/cafe.

- Within 48 hours before the event 100% of the charge
- 1 week prior to the event 50% of the charge
- 2 weeks prior to the event 25% of the charge
- 4 weeks prior to the event 10% of the charge

I have read, understood and agree to be bound by the above conditions

Signature of hirer:

Printed name:

Date:

April 2018