

## Conditions of Hire

Unless otherwise agreed in writing at the time of booking, bookings are subject to rooms not being required for Church purposes (due notice will be given).

**SMOKING IS NOT PERMITTED anywhere in the building**  
**THE BUILDING MUST NOT BE LEFT UNLOCKED AND UNATTENDED**

**CAR PARK** Car parking availability is **NOT** guaranteed. It is a private car park and cars are parked at their owners' risk.

### DAMAGE DEPOSIT BOND

Anyone booking the hall shall be responsible for late-finish, special cleaning or damage to the building, furniture or fittings during the period of the hire and shall be liable for all associated costs. A Damage Deposit Bond (£100 hires up to 5 hours, OR £150 for hires 5 hours or more) to cover any such costs is payable **in addition** to the hire fee in advance and will be refunded after the hire assuming no damage or mess left. In the event of dispute, Hall Management Committee decision is final.

### ENTERTAINMENT LICENCE

St. Edmund's Hall holds an Entertainment License for the purpose of Public Music, Singing and Dancing between the hours of 8am to 11pm on Monday to Saturday and 8am to 10.30pm on Sundays (Music and Singing only). For health & safety reasons the hall is licensed for a **maximum of 186 people**. If you apply for an occasional extension of hours, please note that it is **your responsibility** to ensure that the conditions of the licence are complied with and that notices are displayed as appropriate.

### CONSUMPTION OF ALCOHOL

Permission must be requested on each occasion at the time of booking. A damage deposit bond of £100 (events up to 5 hours) or £150 (events 5 hours or more) is required. Please ask about alcohol consumption on Sundays. A separate licence must be obtained if you wish to sell alcohol on the premises. It is your responsibility to ensure that the conditions of any such additional licence are complied with and that notices are displayed at the Hall as appropriate.

### ROOM PREPARATION AND CLEARING - your responsibility

The Hirer is responsible for all preparation and clearing **within the hire time** and for ensuring that they have vacated the building at the agreed finishing time. Failure to do so may incur an extra cost. All rubbish and any goods brought to the building must be removed at the end.

**Waste sacks are not provided and should be supplied by users where required.** The spaces hired must be left clean and tidy. Special clearance or cleaning may lead to extra charges and/or forfeit of the Damage Deposit Bond. All floors of rooms used should be swept and mopped if required, by the end of the hire period. Brushes, mops and buckets are available.

### PERSONAL PROPERTY AND LEFT ITEMS

**No responsibility is accepted for any items brought to or left on the premises.** Please take away **everything** that is brought into the hall for your event. Do not leave anything, including but not limited to uneaten food, personal items, entertainment equipment, bagged or unbagged rubbish.

### KITCHEN FACILITIES

**Children are not allowed in the kitchen.**

There are cooking facilities available. If the tea urn or cooker is used, the extractor fan must be switched on. Cleaning utensils and materials (including bin bags) are **not** available, hirers must provide their own. All utensils/crockery must be left clean.

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# ST. EDMUND'S CHURCH HALL

## Booking Form

Nature of Function \_\_\_\_\_

Approx. Nos. \_\_\_\_\_

(e.g. party, meeting, reception, dance, sale, seminar, buffet, meal, training, lecture, fund-raising event etc.)

Day and Date required:                      day    Date        /        /

Times you wish to hire the hall: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

(No flexibility can be allowed in opening and closing times. Allowance should be made for setting up and clearing away when you set the times above.)

**Rooms required: (please circle)**

**Large Hall**  **Small Hall**  **School Room**  **Kitchen**

*I request the hire of facilities detailed above and have read and accept the conditions listed overleaf and Church Hall Bookings FAQ's. I understand that:*

- (1) No booking will be confirmed until a Damage Deposit Bond payment and completed booking form accepting the terms and conditions have been received. Bookings are strictly first come, first serve.*
- (2) Payment in full is required at least 14 days before the event to maintain the booking. **Cheques payable to St. Edmund's Hall or contact the Operations Administrator for banking details to make BACS /online payment.***
- (3) 25% will not be returned if I cancel less than 14 days before the event.*

Organisation or Individual responsible for hire

(For all organisations an individual must also be named)

Organisation    Name \_\_\_\_\_

Address \_\_\_\_\_

Individual        Name \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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Please keep THIS page and return the second sheet with a Damage Deposit Bond to:

Katharine Phillips, Operations Administrator

St Edmund's Church Hall

Lidgett Park Road

Roundhay

Leeds

LS8 1JN

Email: [stedshall@gmail.com](mailto:stedshall@gmail.com)

**Damage Deposit Bond: Kids Discounted Party Package**, deposit bond is £20 (Small Hall), £25 (Large Hall), £30 (Both Halls) or £100 if alcohol being served (any hired space).

**For all other hires, Damage Deposit Bond is:**

**£100 (hires up to 5 hours); £150 (hires 5 hours or more).**