



## Terms and Conditions

Hirers are responsible for ensuring that these conditions are followed by all who attend the function.

- Smoking is not allowed in any part of the Centre.
- Alcohol may only be sold if a Temporary Licence has been obtained.
- Events must take place within the building and must not spill out onto the car park.
- Clear notices are displayed at external areas requesting customers to respect the needs of local residents and leave the premises and the area quietly.
- No live/recorded music, speech or other forms of entertainment shall take place externally or be relayed externally via speakers without permission of the licensing authority.
- The amount of sound amplification shall be limited to ensure that noise levels, including bass noise does not cause a nuisance to neighbouring residential premises.
- All external doors/windows to be kept closed at all times, other than for access and egress, in all rooms where events involving amplified music or speech are taking place.
- Health & Safety procedures must be followed at all times.
- Hirers who provide refreshments or food will retain full responsibility for Food Safety during the rental period. No additional cooking facilities are permitted.
- Children must be supervised and not exposed to any physical, emotional or psychological risk.
- Chairs to be stored in stacks. 10 chairs maximum and placed back in storage area.
- Tables up to 14 to be stored in trolley **leaning towards** the wall. (Instructions on Wall).
- The Centre will be unlocked and locked by a caretaker. It must not be left unsecured.
- If the Hall is left unsecured, then the hirer is accountable & responsible.
- The premises incl kitchen and toilets, must be left in a clean/tidy and satisfactory condition. Ensure windows and doors secure.
- All rubbish must be removed and taken away by the hirer. Please bring your own bin bags etc. Failure to remove rubbish will result in a £20.00 charge.
- Nothing must be attached to any of the walls, beams or ceiling, i.e. sellotape, blue tack, or unless by prior agreement.
- Look after your valuables. Syston Catholic Hall is not responsible for any loss or damage.
- No Chinese Lanterns or Fireworks.
- Any electrical equipment brought into the Hall for use at the function must be covered by a current PAT Test.
- No naked flames, candles or tea lights to be used anywhere on the Hall premises.
- The hirer is responsible for making sure the building is evacuated in case of fire, evacuation points are in the car park and on the church lawn.
- The hirers to provide the Catholic Hall Administrator with details of the Covid precautions in place for their function, to include, for example, cleaning of the tables, touch points, emptying of bins, use of hand sanitiser. Please list the steps you will be taking to protect the health and safety of your function and those attending.
- The responsibilities of the hirers are to look after fixture and fittings etc. and report any damage/malfunctions to the Hall Administrator.

The Catholic Hall Management Team reserve the right to obtain full refund of any costs involved through damage/failure to follow the above conditions. This will be through retention or billing to the hirer.