

LETTING OF MAYFIELD

CONDITIONS

1 The use of Mayfield will be supervised by the Parish Council's Hall Committee which will comprise the Booking Agent and two other members of the Council.

2 The Hall can be utilised for a variety of functions and any parishioner can apply for use of the hall provided they initially contact the Booking Agent to confirm that the hall is available on the date specified by the enquirer.

3 there will be three renting periods 9am to 1pm, 2pm to 6pm and 7pm to 11pm. The charge for each period is £30 plus a £30 refundable deposit to offset possible breakages. The Fee covers heating and lighting costs and the use of the kitchen where applicable

4 If the date is available the applicant will forward the relevant fee for the hire of the hall. If the booking is cancelled up to 2 weeks before the hire date the hire charge and refundable fee will be refunded. Within the 2 week period prior to the hire date **only** the refundable fee will be returned.

5 Consideration must be given to adjacent neighbours to Mayfield, therefore the the Hall Committee will exercise restraint on the age profile of those wishing to hire the hall e.g. teenage parties, stag nights and unsupervised children parties etc.

6 All functions will normally terminate at 11pm to allow cleaning and restoration of the hall **BY THE USERS** to allow for future use. Where no hall committee members are in attendance the hirer will lock all doors and deposit the keys through the chapel house letter box.

7 Time to set up the hall prior to the event will be allowed but **please note that it is the responsibility for all hirers to leave the hall in the condition that they took possession.**

8 Where external caterers are used it will be the responsibility of the Caterer to supply all kitchen utensils including plates, cups etc. otherwise a charge of £20 will be levied for use of Parish equipment. Caterers will, however have full use of the cooker fridge microwave and dishwasher.

9 Parishioners using the hall will have full use of all kitchen utensils. Where carpet debris accumulates due to the hire, this must be removed before leaving the hall.

10 The use of drawing pins to attach posters or other material to the wall is forbidden

11 All beverages, food and equipment must be removed from the hall at the termination of the let.

12 The sale of alcoholic beverages is strictly forbidden

13 All breakages must be reported to the hall Committee.

14 St Bridget's Church and its Parish Council is indemnified against all illnesses emanating from food allergies, food brought into the hall, food heated and liquid beverages used by the hirer of the hall.

15 IT IS A REQUIREMENT THAT ALL WHO WISH TO HIRE MAYFIELD MUST AGREE TO THE ABOVE CONDITIONS OF LET AND IN SIGNING THAT AGREEMENT IS CONFIRMED

NAME (BLOCK CAPITALS)

DATE OF HIRE

PURPOSE OF HIRE

SIGNED

DATE