

Hall Hire Terms and Conditions

1. Alcohol is not to be sold without acquiring the necessary licences from the Council. All events where alcohol may be served must be agreed by the Church Administrator prior to the event.
2. All rubbish must be taken home and *not* disposed of on the Church premises.
3. Only religious events that comply with the Evangelical Alliance and Church of England's statement of faith may be hosted on the premises.
4. No loud music may be played after 10.30pm.
5. All events must be finished and off the Church premises by 11.00pm.
6. Hall hirers are responsible for any children in their group. Christ Church's child protection policy will be adhered to at all times – see Child Protection Policy on the website and on display outside the Large Hall.
7. Hirers must leave rooms and kitchens tidy and clean. Any spillages must be cleaned up and reported to the Church Administrator. Any damage must be reported and may be chargeable.
8. Nothing may be fixed to the walls in the new building.
9. The whole car park is for use by all hall hirers, excluding the 6 yellow permits bays opposite the Church office Monday – Friday, 8am – 6pm. Please only park in bays and do not block any exits.
10. Hirers will be issued a key for the appropriate entrance and are responsible for ensuring this entrance is securely locked when they leave.

Cancellation Policy

If you need to cancel your booking for any reason, please contact the Church office immediately. Please see below for the cancellation charges:

- 2 weeks or more prior to the booking date = 10% of the total hire fee
- Within 2 weeks of the booking date = 20% of the total hire fee
- Within 24 hours of the booking date = 50% of the total hire fee

Payment

Full payment must be received 2 weeks prior to the booking date, where possible. Payment is accepted by cheque, bank transfer or cash.

Next Step

On verification of your hall hire application, subject to the Administrator or Church Warden's approval, you will receive an invoice with details of how to make the payment for the hire as well as confirmation of the room, date and time you have booked.