

ST GILES CENTRE, CHURCH ROAD, FARNBOROUGH, BR6 7DB**CONDITIONS OF LETTING (OCCASIONAL LETTINGS)**

1. The Centre will be let on the condition that the hirer sign the “undertaking” concerning the Child Protection Policy Statement
2. All charges for letting are paid at the time of booking, together with the deposit – see 3 below.
3. A deposit of £25.00 is payable on booking, and is refundable after the hire provided that the premises are left in a satisfactory condition.
4. It is the responsibility of hirers to arrange for the collection and return of the key.
5. Under the terms of the Food Hygiene (England) Regulations 2006 the Centre kitchen is deemed unsuitable for the preparation and/or cooking of food. Containerised meals, sandwiches, cakes and buffet meals which have been prepared elsewhere and brought to the Centre pre-plated and covered are acceptable. Tea and Coffee making is permitted.
6. The Fire Exit Doors must not be opened unless there is an emergency.
7. The premises must be vacated within 30 minutes of the end of the hiring period. Hirers are requested to ensure that the premises are vacated with the minimum amount of noise and disturbance.
8. The premises must be left in a tidy condition; all crockery and utensils left clean and replaced in the appropriate drawers and cupboards; and tables and chairs put back in their original place.
9. All breakages should be reported and the cost of these will be deducted from the deposit.
10. Hirers are requested not to use the children-sized tables and chairs as these are not the property of the Centre.
11. Hirers will be held responsible for any damage to the building, furniture, decoration or any part of the hall which occurs during the period of hire.
12. St Giles Centre does not have a drink, music or dancing licence. Private functions are allowed but tickets to such functions must be by word of mouth or private invitation. No tickets may be sold prior to the function and no money collected at the door.
13. Hirers are responsible for the removal of all their own rubbish etc and are requested to take it home for disposal.
14. Hirers are also required to ensure that all internal fire doors are closed when they leave the premises and that all windows and external doors are secure and all lights and radiators are switched off.
15. Smoking is not permitted anywhere in the Centre.