

Baswich Church Hall
Terms and Conditions of Hire

1. Please ensure that the Hall is clean and tidy, this includes the outside areas. All rubbish should be placed in the bins provided outside. Any surplus rubbish must be removed by the hirer.
2. All tables and chairs must be wiped clean before putting them away. Please note we do not supply cleaning materials and it is the responsibility of the hirer to provide their own.
3. Chairs and tables must be returned to the store room and replaced according to the instructions therein.
4. Before leaving the building please ensure that:
 - a. all doors and windows are closed
 - b. the gas supply to the cooker (if used) is turned off
 - c. all electrical appliances are cleaned and turned off
 - d. all lights are turned off
 - e. the heating is switched off
5. On leaving the site please check that all external doors are locked.
6. Keys should be returned to the key safe and the key safe locked.
7. Lost keys will incur a charge of £200.
8. The premises are routinely checked. If any damage occurs at any time during your hire period, please report it to us. The cost of any repairs/replacement required will be the responsibility of the hirer.
9. It is the responsibility of the hirer to ensure that the licensing laws are adhered to and that the noise levels do not exceed authorised limits. Please respect our neighbours.
10. Baswich Church Hall is a no smoking and no vaping venue.
11. The sale of alcohol is strictly prohibited unless made by an appropriate license holder or by you if you have obtained a temporary event notice.
12. To minimise the risk of accident please ensure that any children present are not allowed into the kitchen area.
13. Any persons using the premises do so at their own risk. Baswich Church Hall does not accept any responsibility for any incidents of theft, loss of property or accidents.
14. Any portable appliances you bring onto our premises must be tested.
15. No portable heaters are to be brought onto the premises.
16. Cancellation policy – two weeks (14 days) notice is required of the need to cancel a booking. Cancellation less than two weeks before a booking will be charged at the full rate. Extenuating circumstances will be considered but must be discussed and agreed with the administrator.

Failure to adhere to any of the above will result in all or an amount of your deposit being retained.

06 January 2023