



Chichester City Arts Centre LLP
St Bartholomew's Church
Mount Lane
Chichester, PO19 3DQ

Hirers' Aide Memoire

The following are the key points to remember when hiring the Chichester City Arts Centre. Full details are contained in the Hire Agreement that you have agreed to by signing the Agreement, and the booking website:

- 1. Stagger deliveries of equipment, catering, DJ, Bar etc. as there is limited on-site parking.*
- 2. No amplified music in the gardens.*
- 3. A Temporary Event Notice (TEN) must be obtained for the sale of alcohol which must cease at 9.30pm.*
- 4. No tents or marquees to be erected in the gardens.*
- 5. Gardens not to be used after 9.30pm.*
- 6. Outside doors to be closed when music is being played in the Centre, except for ingress and egress, after 8PM, ALL doors must be shut.*
- 7. No parking in Mount Lane. Please ask your guests to use the local car parks or public transport.*
- 8. A Centre representative will be present at the end of the evening to oversee proceedings and lock up.*
- 9. The Centre must be vacated by 10PM, please leave quietly so as not to disturb neighbours.*

Thank you for your cooperation.

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Wi-fi: CCAC Guest, Code: CCAC2023

7th September 2025