



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 parking at the front of the building.*
- 2. No amplified music in the gardens.*
- 3. The sale of alcohol must cease at 9.30pm.*
- 4. No tents or marquees to be erected in the gardens.*
- 5. Gardens not to be used after 9pm.*
- 6. Outside doors to be closed when music is being played in the Centre, except for ingress and egress.*
- 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. At the end of the evening, please leave quietly so as not to disturb neighbours.*

Thank you and Enjoy your Booking!

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Wi-fi: CCAC Guest, Code: CCAC2023

2nd October 2024