



Thank you for choosing Croston Old School for your upcoming event. We're delighted to host you and want to ensure everything runs smoothly.

Please find the following documents below:

- **One-Page Summary** – a quick reference guide for your convenience
- **Full Conditions of Hire** – outlining responsibilities, safety, and legal requirements

We kindly ask you Review both documents carefully:

1. Sign and return the Conditions of Hire to confirm your acceptance.
2. Contact us if you have any questions or need clarification on admin@crostonoldschool.org

We're delighted you've chosen our hall for your event! To help everyone enjoy the space safely and respectfully, please follow these simple guidelines:

- The hirer must be 18 or over and is responsible for guests and the building during the event.
- Events should finish by 11:00 pm, with music turned off by 10:30 pm so our neighbours can rest easy.
- Please leave rooms clean and tidy and return furniture to its original place.
- No decorations, changes, or fittings without prior approval, and please take care to avoid damage.
- Keep fire exits clear and remember there's no smoking indoors. Report any accidents to a committee member.
- All alcohol must be provided through the Centre bar – we can't allow outside drinks.
- If you're using caterers, please ensure they follow food safety regulations.
- The hall is wheelchair accessible, though parking is limited.
- Children and vulnerable adults should be always supervised.
- A deposit is due when booking, and cancellation fees may apply.
- The Trustees may end an event if these guidelines aren't followed.

Thank you for helping us keep the hall a safe, welcoming place for everyone!

Croston Old School – Full Conditions of Hire

1. General Use

Hirers must be aged 18 or over and are responsible for all guests, activities, and the building during the hire period.

Rooms are provided as a blank canvas unless otherwise agreed. Hirers must leave rooms clean, tidy, and with all furniture returned to its original position.

Events must end and the building be vacated by 11:00 pm. All music must stop by 10:30 pm.

Decorations or fixtures may only be used with prior approval. Please do not remove, alter, or damage any part of the building.

Trustees reserve the right to enter the premises at any time and may impose conditions or terminate events for safety, legal, or welfare reasons.

The burial ground between the Old School and the Church is not included in any hire agreement.

2. Deposits & Charges

Payment Terms:

- **One-off Hires:** Invoiced and payable within 2 weeks.
- **Weddings:** A non-refundable deposit is required. 50% of the balance is due 12 weeks before the event, with the final payment due 2 weeks before.
- **Parties with Bar:** Deposit payable within 2 weeks of booking confirmation; final balance due 2 weeks before the event.

- **Regular Hires:** Invoiced monthly in arrears, payment due within 14 days.

Hirers are liable for any damage and must indemnify the Trustees against loss or injury arising from their use of the premises. Call-out charges apply for any faults or incidents caused by the hirer.

3. Cancellations

If you choose to cancel your booking, the following policy applies:

- **More than 1 months' notice:** Full refund (less any non-refundable deposit).
- **Less than 1 months' notice:** 50% refund (less deposit).
- **Less than 2 weeks' notice:** No refund.
- **Regular users:** Weekly bookings require 1 weeks' notice; monthly bookings require 1 months' notice.

Trustees reserve the right to cancel bookings with reasonable notice. In such cases, any fees already paid will be refunded in full.

4. Music & Entertainment

The Centre is licensed for public entertainment.

Music must be kept at a reasonable volume so as not to disturb neighbours. Windows and doors facing the Church must remain closed during performances/when music is being played.

DJs and entertainers must provide proof of Public Liability Insurance (PLI) to the Centre Administrator via email 2 weeks before the event.

All electrical equipment must be PAT tested, with proof submitted to the Centre Administrator 2 weeks before the event
All music must end by 10:30 pm.

5. Alcohol

Alcohol may only be sold and consumed via the Centre's licensed bar.

No outside alcohol may be brought onto the premises.

It is illegal to sell or serve alcohol to under-18s. Young people aged 16–17 may consume beer, wine, or cider only with a sit-down meal and adult supervision.

Trustees may terminate events immediately for any licensing breaches.

6. Food Safety

All food providers must comply with the Food Safety Act 1990 and relevant hygiene regulations.

Trustees accept no responsibility for food provided by external caterers.

For weddings and parties with caterers, any external caterers not on the Centre's preferred list must arrange a site visit with the Centre Manager before the event.

7. Health & Safety

Smoking and vaping are permitted only in the designated rear area.

Fire exits must always remain clear.

Fireworks, pyrotechnics, smoke machines, and candles are strictly prohibited.

In the event of fire, hirers must ensure that all attendees evacuate safely.

First Aid kits and accident books are available in each wing.

Accident Reporting:

Record all incidents in the accident book.

Notify the Centre Administrator via email: admin@crostonoldschool.org

8. Access & Parking

The building is wheelchair accessible and includes designated accessible toilets.

Vehicular access via Church Street is restricted to residents and church use only.

Disabled parking spaces are reserved for church guests.

Vehicles may be used for drop-off only and must be moved immediately after.

Taxis should drop off and collect guests at the top of Church Street, except when transporting disabled guests.

Assistance dogs are welcome.

9. Supervision & Safeguarding

Hirers are responsible for supervising guests and ensuring that exits remain clear.

Children must be always supervised.

Adults working with or in regular contact with children or vulnerable adults must hold a current DBS check.

Hirers are responsible for safeguarding compliance under the Children Act 2004.

10. Penalties for Non-Compliance

Failure to comply with these Conditions of Hire may result in:

- Immediate termination of the event without refund.

- Fines or charges for damage, cleaning, or call-out costs.
- Restrictions or bans on future bookings.
- Reporting of serious breaches to relevant authorities.

11. Acceptance of Terms

By signing below, the hirer confirms that they have read, understood, and agree to abide by the Croston Old School Conditions of Hire.

Hirer Name: _____

Signature: _____

Date: _____

Croston Old School, Church Street, Croston, Leyland PR26 9RA

Registered Charity number: 1074784

Company Limited by Guarantee Registered in England and Wales no: 3686322.