BOOKING TERMS & CONDITIONS

How to book

Bookings can be requested on-line using the booking feature. For enquiries prior to booking please contact Jo or our admin team who will be able to help you make your booking, sending you email to info@chapelpractice.com

Charges & Fees

There is a list of charges displayed online at https://www.chapelpractice.com/room-hire.
Our current hire fees for 2026 are £15 per single hour (or in multiples of single hours) or a full session of 4 hours is £45.
If a confirmed booking is cancelled with less than 24 hours notice, the session fee will not be refunded or rolled over to another day.

Sessions

Please ensure that you leave enough time to set up and clear away during your session to ensure that the room is ready for the next hirer at the start of their session.
Your session should begin and end promptly so as not to disrupt the next hirer

Payment

Your booking is confirmed once you have made payment for the session you book.
An email invoice will be sent to you via the email address you provide on your booking request form. The invoice must be paid as soon as it is received.
Payment should be made the by Stripe payment link within this email, we do not accept payment in any other ways.
Your booking is not complete and your session is NOT confirmed until your payment has been received in advance of the session you have booked.

Use of the Top Floor

Please read the following carefully, as by making your booking, you are accepting the terms and conditions of hire, and agreeing to all premises usage rules and restrictions, listed:

Building Entry

Unless you are a keyholder, the building main door will be open on the day of your event.
You may be given a code for the KeySafe if it is a weekend booking.

Public Liability

Where necessary, public liability insurance and professional indemnity insurance, is to be covered by the hirer.
Rules
• The maximum number allowed in the hall is 20.
• The hirer is to be present at the function and is responsible for all attendees, and must ensure the proper use of the premises and any equipment within it.
• The hirer must take all reasonable steps to ensure that children and vulnerable adults are protected at all times. Child protection Legislation is to be covered by the hirer.
• Nothing to be affixed to walls , doors or windows.
• No equipment to be removed from the building.

• Any electrical equipment brought into the Hall must be safety-tested prior to use.
• Smoking, the use of drugs and alcohol consumption are not permitted.
• Naked flames are prohibited. In the event of fire, immediately evacuate the premises & call the fire brigade.
• Fire exits must be kept clear at all times. Fire procedures must be read and understood.
• Any accidents to be recorded in the Accident Book, found in the left-hand cupboard of the sink unit.
• We accept no liability for damage or loss of equipment stored by regular hirers.

WIFI
The Wifi is accessible by selecting it from the wifi list on your device and simply signing in.

Lighting
There is a triple switch on the ground floor as you enter the building (above the sanitiser dispenser), the right-hand side switch lights the stairwell. On the top floor to the right of the double doors is a switch that controls the stairwell lights and the landing light. Inside the double doors to the right is the switch for the top floor. Please ensure all lights are switched off at the end of your session

Heating
Heating of the top floor is automatically controlled

Crockery & Cleaning
Clean dish cloths and tea towels can be found in the cupboard under the sink.
brush & dustpan is kept in the kitchen unit with a mop bucket. The mop and broom are kept in the large cupboard with the additional chairs.

Refuse
There is a rubbish bin on the Top Floor for general waste. Please take any glass away with you.

Tables & Chairs
Please ensure tables and chairs are returned to their original position when you entered the building, and that any additional chairs used from the cupboard are returned and stacked.

At the end of your session
1. Please leave the kettle empty when leaving
2. Ensure that crockery etc is washed up, dried and put away in the cupboard
3. Ensure tables and chairs are wiped over
4. Please sweep the floor and make use of the mop if there have been any spillages
5. Check all windows are completely shut
6. Check the fire exit door is properly closed
7. Remember to take all your belongings with you
8. Please switch off all lights as you exit the building
9. Check the whole building is secure

We hope that you enjoy using the premises and we kindly ask that you leave the building as you find it for the enjoyment of others.

*Hirers will be held responsible for any damages or breakages caused to the premises, furnishings or its contents during the session, caused by hirers or those attending your session, and will be billed for accordingly.
*If the premises are not left in a clean and tidy state at the end of your session a fee of £50 will be due.