



St Gregory's Church Hall, Sileby

A part of a registered Charity NRC DT No. 234064
Church/Hall Address: 24 Banks, Sileby. LE12 7RE

Hall Bookings Please Contact. Miss R Mulvey Tel: 07874623201 Email: St.Gregorys_hallhire@outlook.com

Terms and Conditions

Hirers are responsible for ensuring that these conditions are followed by all who attend the function, including regulars/account holders.

- Smoking is not allowed in any part of the Hall .
- Alcohol may only be offered / sold if a Temporary Licence has been obtained from Charnwood Borough Council see below.
- Events must take place within the building and must not spill out onto the car park.
- All users of the hall must respect local residents and leave the premises in a quiet and safe manner.
- No live/recorded music, speech or other forms of entertainment shall take place externally or be relayed externally via speakers without permission of the licensing authority.
- The amount of sound amplification shall be limited to ensure that noise levels, including bass noise does not cause a nuisance to neighbouring residential premises.
- All external doors/windows to be kept closed at all times, other than for access and egress, in all rooms where events involving amplified music or speech are taking place.
- Make sure all windows and doors are secure before vacating.
- Health & Safety procedures must be followed at all times.
- Children must be supervised and not exposed to any physical, emotional or psychological risk.
- The Chairs / Tables must be put away in the correct place and any damage reported.
- Please carry the tables across the floor, as pulling them causes damage to the flooring
- The Centre will be unlocked and locked by a member of the parish. It must not be left unsecured.
- If the Hall is left unsecured, then the hirer is accountable & responsible for any Loss/damage.
- The premises must be left how it was found in a clean/tidy and satisfactory condition.
- All Rubbish must be removed from the hall, toilets and kitchen and taken away this includes any nappies. Please bring your own bin bags to dispose of your rubbish and DO NOT use the bins on site as they belong to a tenant.
- Please bring your own tea towels and DO NOT take the Parish tea towels.
- No chewing gum is allowed in the building.
- Nothing must be attached to any of the walls, beams or ceiling, i.e. Cello tape, blue tack.
- Look after your valuables. St Gregory's, Sileby Catholic Hall is not responsible for any loss or damage.
- All crockery/sweeping brushes etc. must be put away and kitchen left clean/tidy and in satisfactory condition.
- If the vacuum cleaners are used please empty them after use.

- Toilets must be left in a clean & tidy condition.
- All lights including toilets must be switch off when vacating the premises.
- No Chinese Lanterns or Fireworks.
- Failure to clean/remove rubbish will result in a £30.00 charge from the deposit of your hall booking.
- Any damages may result in loosing your deposit,
- Any electrical equipment brought into the Hall for use on the hall's electrics should be covered by a current PAT Test.
- No long burning naked flame candles or tea lights to be used anywhere on the Hall premises. Birthday candles are permitted.

The responsibilities of the hirers are to look after fixture and fittings etc. and report any damage/malfunctions to the Hall Booking Secretary, Miss Mulvey contact details above

The Management Team reserve the right to obtain full refund of any costs involved through damage/failure to follow the above conditions. This will be through retention or billing to the hirer.

Terms and Conditions of hire are also displayed in the reception area of Sileby Catholic Hall.

Alcohol

Our premises Licence does not permit alcohol to be either sold or offered to users. People attending your function may only drink alcohol that they have brought themselves. If you wish to offer alcohol, you must apply for a Temporary Events Notice (TENs) from Charnwood Borough Council, Southfield Road, LOUGHBOROUGH, Leicestershire. Tel: 01509 263151. At Least 30 days' notice is required.

Charity Events/ Craft Events

Anybody wishing to hold an event with stall holders must apply for rival markets licence via Charnwood Borough Council by emailing tco@charnwood.gov.uk if any bookings will be holding a tombola/cash collection please apply for a collection licence via licencing@charnwood.gov.uk .

I/we accept the above terms and conditions of hire and agree to use the Centre in a responsible manner.

Signature of Organiser: Date:

Miss R Mulvey

Email: St.Gregorys_hallhire@outlook.com

Phone: 07874623201