

## Old Church Rooms: Terms and Conditions of Hire

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1. Please adhere to your booking times. When making a booking you will need to allow enough time to set up your event. We cannot help you with this - so you will have to move and set up tables and chairs for yourself.
2. Please ensure that you leave your room on time.
3. When you leave your room, please ensure:
  - that your room is left clean and tidy, with all tables and chairs stacked and returned to the storage area
  - that the floor and any equipment used is left clean - cleaning equipment can be found in the cleaning cupboard next to the main toilets.
4. You can use hall equipment but please return it to the appropriate storage area at the end of your session.
5. Please do not remove any items or equipment from the premises.
6. Any breakages should be reported to the **Assistant Clerk**.
7. All heating controls have been pre-set; please do not attempt to change the thermostats and under no circumstances should the boilers be turned off.
8. Whilst you are using the building, please keep the entrance doors closed. There are doorbells for your guests to use, next to the security code pads.
9. The entrance doors are opened with a security code which will be sent to you following receipt of your payment. You must not share your code with anyone else.
10. All cancelled or unused bookings will be charged for, which can be up to the full amount, unless we receive 14 days cancellation notice.
11. When leaving the building, please make sure that:
  - all lights and electrical appliances are switched off (lights in the toilets and main kitchen switch off automatically).
  - all external doors are closed, including the fire escapes.
  - all rubbish is placed in bins or removed by you. Substantial amounts of rubbish from parties and large events must be taken away by you.
  - the toilets are left in a decent condition.
12. Organisations using the Old Church Rooms must have in place their own public liability insurance and we may ask to see your certificate.
13. Organisations working with children and vulnerable adults must have a safeguarding

policy in place and we may ask to see your policy.

14. Children under the age of 18 are not allowed in the hall unaccompanied by an adult.

15. Children are not allowed in the kitchen unaccompanied by an adult.

16. If you are playing music (other than in a private party or event) you will be responsible for obtaining your own music license if required.

17. If you are selling alcohol, you must provide your own licence to sell alcohol. See link below. <https://pplprs.co.uk/business/other/>

**IMPORTANT NOTICE:** Leaving the hall in an untidy or unclean condition or failing to vacate your room in time to allow the next person to use it, may result in a £20 penalty.

If you have any queries, please contact us at [assistantclerk@radyr.wales](mailto:assistantclerk@radyr.wales)