

TERMS

1. **The hire periods are set out overleaf. Variations by agreement only.**
2. **Advice on charges, payable in advance, is available on application. A deposit of £10 is required with each application. The balance of the hire charge is payable NOT LESS THAN TEN DAYS BEFORE THE DATE OF HIRE. IF NOT PAID BY THE DUE DATE, THE BOOKING WILL BE CANCELLED.**
3. **All applications are to be made to the Parish Administrator, Peterhouse, St Peter Street, Winchester SO23 8BW. Tel: 01962 852804.**
4. **The keys to the Hall should be collected from the Parish Office, Peterhouse between 9am-5pm Mon to Fri and must be returned within fifteen minutes after the end of the hiring period by posting through Peterhouse's letter box..**
5. **Cars to be parked in St. Peter Street and in the public car park behind the Library on Jewry Street (both subject to City parking regulations) and NOT in the St. Peter's Church car park.**
6. **The Trustees reserve the right to levy a cleaning charge if the Hall is not left in a clean and tidy condition. The hirer will be liable for any damage to the Hall during the hire period. A charge will be made for breakages in the kitchen.**
7. **No excessive volume of noise, whether live or recorded, is permitted.**
8. **No intoxicating liquor is to be sold in the Hall without the permission of the Trustees (and subject at all times to licensing requirements).**
9. **All chairs to be stacked in 5's after use, not in front of the radiators.**
10. **All items to be returned to their original positions.**
11. **Nothing is to be hung on the walls. The use of 'blue tac' is forbidden.**
12. **The Trustees reserve the right to refuse any application or cancel any bookings.**
13. **The Trustees shall not be liable for any death or injury to any person visiting the Hall or for any loss damage costs expenses or other liability incurred by any person whatsoever.**
14. **PLEASE NOTE THAT IF WE HAVE NOT RECEIVED A CONFIRMATION OF THE BOOKING AND THE DEPOSIT WITHIN 28 DAYS FROM THE DATE OF THE LETTER ACCOMPANYING THIS FORM, THE TENTATIVE BOOKING WILL BE CONSIDERED CANCELLED.**
15. **The hirer(s) shall name two persons who will attend the event, familiarise themselves with the position of the exit doors to the Hall and the operation of the fire alarm system and, if necessary, oversee any evacuation of the building.**