

Arnside Cemetery Chapel – Information and Conditions of Hire

Facilities

- Room for hire equipped with 12 folding tables and 40 chairs, blackout curtains (maximum capacity 40, 15 suggested for workshop activities)
- Toilet with disabled access
- Kitchen

Availability and hire rates

Available for

- morning, afternoon or evening sessions at £22 per session
- Per day at £49.50
- Funeral Services at £20
- Regular booking arrangements can be made, please contact the Clerk for further details

Please check availability with the Clerk.

Bookings

The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age. Village organisations shall have priority over other bookings.

In the event of cancellation less than 7 days before the engagement, an administration charge of £15 will be deducted from the deposit monies. Invoices for payment will be sent in due course.

Conditions of Hire:

1. Hire is for the allocated time and does not entitle the hirer to access the property at any other time.
2. The hirer is responsible for collecting and returning the key(s) to the nominated person and for leaving the property secure.
3. The hirer is responsible for ensuring all lights and heating are turned off before vacating the premises, a charge may be made if they are found left on.
4. The hirer is responsible for arranging and replacing all items of furniture, kitchen equipment etc. A charge may be made for any breakages.
5. The property must be left in a clean and tidy condition. All rubbish, signage and possessions must be removed from the premises by the hirer. A vacuum cleaner is available in the toilet.
6. Hirers are responsible for health and safety during the hire including adhering to all fire regulations and insurance requirements. The use of candles or other dangerous materials is not permitted on the premises.
7. Hirers are asked to respect the dignity of the location and must ensure that all signage and behaviour in and around the premises are appropriate.
8. No smoking throughout the building and no alcohol to be consumed on the premises.
9. For evening functions the hall must be vacated by 10pm and noise on vacating kept to a minimum.
10. Failure to comply with these conditions may affect future lettings and/or lead to additional charges.

Arnside Parish Council retains the right of entry to the property at all times and the right to refuse any application for the hire of the building without stating a reason. Except for wilful negligence on the part of Arnside Parish Council, Arnside Parish Council shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring of the premises.

Arnside Cemetery Chapel Booking Form

Details of Hire

| | |
|---------------------------------|---|
| Date | |
| Session (Delete as appropriate) | Morning / afternoon / evening / all day |
| Event | |
| Organisation | |

Contact details

| | |
|--------------|--|
| Name | |
| Address | |
| Phone number | |
| email | |

Signature of Hirer

I have read and accept the above terms and conditions

| | |
|------------|--|
| Print Name | |
| Signature | |
| Date | |

For APC Office Use

| | |
|---|--|
| Application received | |
| Charge for hire | |
| Arrangement made for keys | |
| Property checked/any additional charges | |
| Invoice sent | |
| Payment Received | |