

Chester & District Centre for Deaf People

Terms & Conditions of Hall Hire

**You should read this document carefully
If you require this document in larger print or
have any questions about the Terms &
Conditions, please contact the Booking Clerk**

Please read the following Terms & Conditions.

It is your responsibility to adhere to the Terms & Conditions.

If you have any questions, please ask us.

You are required to read the accompanying fire safety literature and sign to confirm your understanding.

You can also find a copy of these documents on the notice board opposite the kitchen.

1. The Deaf Centre is available to members for use as a community centre. Those who wish to hire the centre, who are not already members will automatically become a member upon filling in the hall booking form. The membership will continue for the duration of your booking and will continue to be active for 12 months after your last booking. Your details will be held on a membership list.
2. The hall is rented out to you on the condition that you respect the building and surroundings. The hall is situated in a residential area and we ask that you are considerate of residents when using the hall and also when you enter and exit the building.
Please do not cause a nuisance by parking inconsiderately in the neighbouring streets.
3. The person who hires the hall must be 21 years of age or above. We will require you provide photographic identification to prove your age. You will be responsible for those people who attend your event and any damage they cause.
4. We ask that you provide us with a guest list so that we know who will be coming to your party. This list should be given to the Booking Clerk, before your party, and will be used at the door to admit your guests.

Only those people on your guest list will be allowed into the building. The list will also be used in a fire situation to aid the Fire Service.

5. When you arrive you should make yourself known to the Bar Manager. If the Bar Manager has any concerns, they will contact you and discuss how to resolve the issue.

6. Chester & District Committee for Deaf People reserves the right to refuse any booking.
We will not accept bookings for 18th birthday parties or school/college events.
7. We will not accept bookings for ticketed events where the profit is for the individual. You may hold a ticketed event, if a proportion of the proceeds are donated to Chester & District Committee for Deaf People.
8. We ask that you leave the hall in the same condition as you found it.
Please deposit any rubbish in the bins provided and reorganise any tables and chairs.
9. Electrical equipment supplied by Chester & District Committee for Deaf People undergoes Portable Appliance Testing (PAT) on a yearly basis. If you intend to use any of your own electrical equipment in the building or if you have sub-contracted someone who will use their own equipment (such as a DJ), you must provide us with evidence that your equipment has undergone Portable Appliance Testing (PAT) before your booking takes place. If you are a regular hall user, you will need to provide this information on an annual basis.
10. Any damage caused to any part of the building, it's fixtures and fittings must be paid for. If the repair or replacement costs of the damage exceed the refundable deposit of £50, you will be invoiced for the outstanding amount.
11. If you wish to use the pool table, you must inform us in advance. Any damage caused to the table, cues, balls etc must be paid for. If the repair or replacement costs of the damage exceed the refundable deposit of £50, you will be invoiced for the outstanding amount.
12. When booking the hall, we will ask you to provide some form of identification.
This must include a photograph.

Acceptable forms of identification are – Passport, Drivers License or your workplace identification badge.

We may make a copy of your ID, for security reasons. After your booking, we will destroy the copy we have made, unless you are a regular hall user. You may request to have the copy returned to you after your booking.

13. Smoking is not permitted anywhere in the building. It is against the law to smoke in any enclosed public space. Smoking is not permitted outside of the main entrance, on the ramp or the car park. Smokers can use the area to the rear of the building. We ask that you do not smoke if children are in the play area. There are cigarette bins provided.

Smoking refuse – cigarette butts, packaging etc- must be put in the bin provided. Failure to do so could result in the committee retaining some of the refundable deposit in order to have the area cleaned. You will be liable for any fine incurred as a result of any smoking refuse you do not clear away.

14. Use of smoke machines or ‘Foggers’ is not permitted in the hall as they can set off the fire alarm.

15. The Bar will stay open until 12 midnight. Hall users are asked to vacate the building half an hour after this time.

16. Our bar staff will not accept any unacceptable or abusive behaviour. If they judge it to be necessary, they will contact the police if anyone behaves in an unacceptable manner.

For further information on our bar policy, please ask the Bar Manager.

17. The bar operates a Challenge 21 scheme. If the bar staff believe someone is under the age of 21, they will ask them for photographic ID.

Acceptable forms of ID are: Drivers Licence (with photograph) or Passport.

You should inform your guests of this policy.

18. Use of the kitchen facilities is subject to adherence to the Health & Safety literature, available in the kitchen.

19. Chester & District Committee for Deaf People accepts no responsibility or liability for any damage or theft caused to your vehicle whilst it is parked in the car park.