

# St Augustine's Parish Centre, Larchfield Street, Darlington, DL3 7TG

## CONDITIONS OF HIRE: COMMERCIAL HIRE

- The hirer has read and accepted the terms set out in the *Guidelines For The Use of St Augustine's Parish Centre*. Available on our website or on request.
- The hourly hall rental fee is £25.
- The hourly hall rental fee plus bar facility is £30.
- The rental period is inclusive of 15 minutes either side of the hire, for set up and take down/tidy up unless special arrangements have been agreed. Hirers who require longer than the 15 minutes will need to agree times in advance charged at the hourly rate.
- Payment should be made at least 14 days before the event, or at the time of booking if less than the required 14 days.
- A non-refundable deposit of £25 is required at the time of booking for those bookings made more than six weeks in advance.

## FURTHER GENERAL INFORMATION

- We hire tablecloths – a set of 10 round 5' cloths either white or black for £20 per set.
- The hirer is responsible for leaving premises in a clean condition, specifically that all equipment belonging to the hirer is removed, tables and chairs are put away (unless otherwise arranged), the hall floor is swept and the kitchen (if used) is clean and tidy. A clean up service is available at a cost of £40.
- On occasions when the bar is open it is the responsibility of the hirer to ensure that licensing laws are complied with.
- The capacity of the hall will depend upon the layout of tables and chairs used. The maximum number of chairs available is 120. This is in addition to the bar seating area. Please contact us for more details.
- The hirer is responsible for any damage to premises or equipment and may be required to reimburse the parish for any such damage.
- The Parish Club cannot accept any liability for loss of, theft from, or damage to vehicles or any possessions left inside, whilst vehicles are parked on the premises.