

# Magdalene Centre

## Conditions of Hire

The premises must only be used for the purpose specified on the booking form

Any damage to the premises, its furniture, fixtures and fittings must be reported, an appropriate charge may be made for any damage caused.

The Management Committee accepts no responsibility for the loss of, damage to, persons or property.

Vehicles are parked entirely at the owners risk and the hirer is responsible for ensuring that vehicles are parked sensibly, ensuring access at all times for the residents of Church Avenue. Cars should not be parked on the Church Drive as this needs to be left clear to allow access at all times for the emergency services.

Hirers are asked to keep noise to an acceptable level, particularly late at night to avoid causing disturbance to the residents of Church Avenue.

The bar licensing hours are from 11 am to 11 pm Monday to Saturday and 11 am to 10.30 pm. Sunday. There is a 20 minutes drinking up time allowed at the end of the evening.

The consumption of drink other than drink purchased from the Magdalene Centre is not permitted.

A holding deposit of £75 will be taken at the time of booking. The balance outstanding to be paid in full 7 days after receiving invoice. **Cheques should be made payable to "Magdalene Centre"**

Where catering is required final numbers should be notified 14 days before.

The Magdalene Centre Committee reserve the right to change any prices. Where possible notice of any changes will be given.

30 days notice will be required by either party when cancelling a booking.

I confirm that I have read and accept all the above conditions for the hire of the Magdalene Centre. I further undertake to pay all the charges arising from this booking. In the event that the booking is cancelled, I agree to pay such part of the hire costs as the Management Committee deem appropriate.

Signed.....

Dated.....