



## St Paul's Court Ltd

### TERMS & CONDITIONS OF HIRE OF THE ESTATE HALL

1. The Hall is available for rent by Lessees of St Paul's Court for their social activities. The Hall is not available for rent by Lessees on behalf of others.
2. Sanitising of the Hall after use by St Paul's Court Cleaner is **£50.00 cash only and must be paid 1 week in advance and before the event date.**
3. Fees and cleaning deposits payable for the hire of the Hall are shown in the attached price list.
4. The Hall is not available for hire for any business or political purposes.
5. The Estate Manager's decision on any matter or disputes from any hire/arising out of these rules will be final.
6. Once agreement to the hire has been confirmed in writing and the deposit accepted and paid, the Hall will not be hired out to any other Lessee at that time.
7. A deposit of £200 is payable. This will be returned to the Hirer should the Hall be left in the same state of cleanliness as that in which it was let and no contraventions to this agreement have taken place.
8. Payment for the use of the Hall, Kitchen, and/or Garden can either be deducted from the deposit or can be paid separately by the hirer.
9. Hirers must leave the Hall in a clean and tidy state after use.
10. Where use of the Hall will take place outside Estate Office hours, it is the hirer's responsibility before the hire to collect keys from the Estate Office during working hours. The Hirer must return the keys to the Estate Office the following morning.
11. The Hall is not available for rent between the hours of 10:00 PM and 9:00 AM. The Hall is also not available during the weekdays, Monday to Friday.
12. No noise arising from any activity or use of the Hall shall be audible outside the Estate Office building at any time. Where the garden is used, noise arising shall be kept to a minimum, any noise that may cause a nuisance will not be permitted. The garden may not be used after 20:00 hours.



13. Barbecues are not permitted.
14. Entrance fees or the sale of food or drink is not permitted.
15. The maximum number of people permitted for any activity/function is **30**.
16. The Hirer shall advise visitors entering and leaving the Hall and Estate to do so quietly and quickly.
17. Hirers failing to comply with these rules will in the absolute discretion of the Estate Manager be banned from further use of the Hall for a period to be determined by the Estate Manager and the £200 deposit will be forfeited.
18. The Hirer will be held responsible for any breakages/damages arising from any hire and will reimburse St Paul's Court Ltd for repairs/replacements required.
19. The Hirer will be held responsible for securing all windows and doors where an activity ends after office hours, be liable for any damages or loss arising from any failure to do so and will reimburse St Paul's Court Limited damages arising from such failure.
20. Advertising the hire of the Hall by local advertisement, notes, balloons, or direction signing of any form is not permitted, except the notices receiving the approval of the Estate Manager may be posted on the residents' notice board.
21. The Estate Office Building is a no-smoking zone.
22. Guests should remain within the area of the hall and garden. The Hirer is responsible for the conduct of their guests.

\_\_\_\_\_ I confirm that I have read and agree to the Terms and Conditions for the hire of the Estate Hall at St Paul's Court. The following to be completed by the Hirer:

I will be hiring (please tick) where appropriate:

**Hall:** \_\_\_\_\_

**Garden:** \_\_\_\_\_

**Kitchen:** \_\_\_\_\_

**For:**

**Social Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Total Guests:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CLEANING DEPOSIT AND PRICES PAYABLE FOR RENTAL OF ST  
PAUL'S COURT ESTATE HALL**

	<b><u>Rental</u></b> <b><u>Per Hour</u></b>	<b><u>DEPOSIT</u></b> <b><u>(Lump Sum)</u></b>
Use of Hall	£10.00	£200.00
Use of Hall & Garden	£12.00	£200.00
Use of Hall & Kitchen	£15.00	£200.00
Use of Hall, Kitchen & Garden	£20.00	£200.00

Sanitising of the hall after use by St Paul's Court Cleaner = **£50.00 cash only**.  
This must be paid **1 week in advance before the event date**.