

## **Conditions for the use of Sampford Arundel Parish Room**

- Bookings for the use of the Parish Room must be made through the Booking Clerk – contact details below.
- Variations to the charges may be made at the discretion of the Management Committee.
- Payment for the hire of the Parish Room must be sent or given to the Treasurer of the Committee – contact details below.  
Use of the mailbox at the hall is discouraged as it is not considered to be secure.
- Parking is in the car park opposite the school. Hirers are responsible for ensuring members of their group use the car park.
- Any person or persons hiring the premises are held responsible for their proper and orderly use, leaving the premises secure and in a clean and tidy condition, replacing tables and chairs etc. Any litter should be placed in a black bag in the outside wheelie bin.
- Hirers should be aware of their own responsibility for insurance and ensure compliance with appropriate Acts of Parliament for smoking, health and safety, children and use of own electrical appliances.
- The hirers are responsible for any damages to the premises or contents and any breakages or losses must be reported.
- The Management Committee reserves the right to refuse any application or admission to any individual.
- The Parish Room has no licence for the **sale** of alcohol. If the hirer wishes alcohol to be on the premises, please speak to a member of the Management Committee.
- Fire doors must be kept clear at all times. Extinguishers must be kept in their proper place.
- No dogs are allowed onto the premises, with the exception of guide dogs.

### **Bookings to Derrick Alford, see below :**

Tele : 07866 606263

Email: [derrickalford@hotmail.com](mailto:derrickalford@hotmail.com)

**Payment: CHEQUES SHOULD BE MADE PAYABLE TO 'SAMPFORD ARUNDEL PARISH ROOM' and sent to:**

Derrick Alford, Brimstone Barn, Pleamore Cross, Wellington TA21 9QE