

# The Dormer Parish Conference Centre

This Parish is part of the Archdiocese of Birmingham Registered Charity No. 234216

## Terms & Conditions of Hire

- Centre Address: Please give the following address to your guests:

**The Dormer Conference Centre, 3B Dormer Place, Leamington Spa, CV32 5AA**

Please **do NOT** give the Presbytery office address.

- Office Hours: Monday – Friday: 9.30am – 1.00pm & 2.30pm – 5.00pm. For bookings please telephone the Centre number (01926 423824 (opt. 0) inside these times.
- Booking Form: Before confirmation of dates with hirers a completed booking form is required. If you are block booking, the deadline for booking forms is the **30 September the previous year**.
- Invoices are issued during the month the event is taking place; the treasurer/ organiser has 28 days to pay. (*Cheques payable to St. Peter's Church*)
- Cancellations: Please allow 48 hours to cancel an event. Any cancellations after this time will be charged in full.
- Car Park: **The church car park holds 15 spaces and belongs to the parishioners and clergy.** By **office permission only, 2 car park spaces may be allocated per group.** Please inform guests to use the St. Peter's multi-storey car park in Augusta Place (owned by Warwick District Council), or street parking (Pay & Display) in Dormer Place, Portland Place East and York Road.
  - Morning Prayer and Mass are between 11.00am – 1.00pm weekdays & 9am – 6.00pm weekends. **\*Feast Days (Lent, Easter and Christmastide) there are several Masses throughout the day: please check the Mass times on our website under the 'Newsletter' heading for more information.**
- Centre Access (Evening/ Weekend Hire Only): Once your booking has been confirmed, the access codes to the centre and instructions will be issued a couple of days before the event.
- Public Liability Insurance: We ask all hirers to please make sure they are covered with their own Public Liability Insurance. For more information please go to [www.events-insurance.co.uk/event-insurance-policies/one-off-insurance/overview](http://www.events-insurance.co.uk/event-insurance-policies/one-off-insurance/overview)
- Food & Beverages: You are more than welcome to bring food and beverages onsite, however if you are selling alcohol you will need a TEN licence:- Please go to [www.gov.uk/temporary-events-notice](http://www.gov.uk/temporary-events-notice)
- Cleaning: Please **respect** our property and **clean up afterwards:**
  - Please **take ALL surplus rubbish with you** (rubbish that cannot fit in the bins); please DO NOT leave any bin bags in the centre, failure to do this will result in a **£20.00 fine**.
  - A dustpan and brush can be found in each of the rooms in the kitchen/ kitchenette. Please wipe down the tables if any spills have been created.
  - **Main Hall Only:** The vacuum cleaner is found in the storeroom to the right of the stage, please use this if there is a high amount of crumbs/ debris on the carpeted or wooden floor.
- Kitchen: If you are using the kitchen there are washing up appliances available. Any cutlery, plates or cups used please wash them up and put them back in the kitchen cupboards. Any spillages made, please clean up immediately. Surface bleach cleaner and J-cloths can be found in each kitchen by the sink. Please use these if necessary.
- Furniture: Groups are required to set up themselves unless this is inconvenient in this instance please make the Centre Manager aware on the booking form to the layout needed and discuss numbers with them – **This will incur a £30.00 additional charge.**
- Entertainment: If you are showing a film, playing recorded or live music and the event is NOT linked to St Peter's Church you will need a TEN licence from Warwick District Council. For more information please visit: [www.gov.uk/temporary-events-notice](http://www.gov.uk/temporary-events-notice) . Please keep in mind that next door is a residential estate, so please keep the noise down to an acceptable level. Thank you.

**\*If the centre is left in an unacceptable state: a cleaning fine of £50.00 will be issued to you.**

### Declaration:

I have carefully read and understood the terms and conditions of hiring the hall and will do my utmost to abide by these rules.

Signed:

Print Name:

Dated:

Please put an X in each box to show you have read each category.