**Chalfont St Giles Reading Room

TERMS AND CONDITIONS OF LET**updated July 2025

**Bookings**

All applications for the hire shall be made on the appropriate form, at least two weeks prior to the event date, and the applicant must be aged 25yrs or over.

Upon receipt of acceptance of the booking together with an invoice for the event the Hirer must make payment within ten working days.

The facilities should only be used for purposes stated on the booking form.

Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.

In the event of **cancellation by the Hirer** of a confirmed booking, a cancellation charge may be made at the discretion of The Reading Room management. Generally, cancellations made within one calendar week of the booking may incur a charge of 50% of the hire charge agreed at the time of booking.

Hire charges will be in accordance with the pricing published on this website at the time of the booking application.

The Hirer shall be held responsible for all damage to the hall during the event and will be liable for all costs incurred to repair such damage.

It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in a safe and sound condition and complies with all relevant safety conditions.

**Insurance and liability**

The Reading Room is insured through Ecclesiastical Insurance. The Trustees of The Reading Room maintain building, contents and public liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in The Reading Room. Applicants may view a copy of the policy on request. This insurance does not provide suitable cover for Applicants and their event or activity. Applicants are urged to consider, and obtain if appropriate, their own insurance to underwrite their event or activity, to cover any property brought to The Reading Room, and to discharge their own liability towards others involved in or affected by their event or activity. For personal hirers we recommend your home and personal insurance as many insurers cover this type of event.

Without limiting any other aspect of these conditions, the Hirer will indemnify the Reading Room management from and against all actions and claims, including loss of properties belonging to the hirer or users.

It is the responsibility of the Hirer to familiarise themselves with the fire and safety regulations. The hirer shall regulate admissions so that at no time is the maximum capacity set by the Reading Room Committee exceeded (maximum capacity eighty people).

**Consumption of Alcohol in the Reading Room**

Events at which alcohol is sold (or included in ticket price) must have a liquor licence, available from Chiltern District Council by application at least 6 weeks before the event. A copy of the licence must be presented to the booking secretary before the event.

The Reading Room management will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.

Bookings by any school shall be under the supervision of the Head Teacher or delegated member of staff throughout the duration of the event.

Special arrangements regarding deposits and supervision may be made, particularly for bookings for anyone under age 25.

All disputes, which may arise, shall be settled by The Reading Room management whose decision shall be final.

There will be NO SMOKING in any area of the hall or the garden

Dogs are not allowed in the Reading Room or the garden with the exception of assistance dogs.

**General housekeeping terms**

Please ensure that you leave the Reading Room in a clean and tidy condition. Please note:

Leave the Hall in a clean and tidy condition

A penalty of £50 may be levied if necessitated for an unacceptable state of the hall assessed by the Reading Room management.

Supply your own tea towels, bin liner and washing up liquid

Do not attach decorations or notices to the walls.

Do not apply Blu-tack or Sellotape to any surfaces

**Before you leave:**

Thoroughly wash and put away all crockery and cutlery used

Clean the kitchen surfaces

Chairs and tables from the shed to be returned

Make sure remaining chairs are swept clean of crumbs and dirt and stacked neatly in the main room

Sweep the floor (vacuum cleaner, broom and dustpan/brush to be found inside cupboards in the toilet/washroom/kitchen)

Take away all rubbish and decorations (and please do not leave it by the public litter bin in the High Street)

Ensure you have locked the back door/s and side gate

Close the windows

Return shed and back door keys to hooks

Turn off all lights

**The Garden:**

The Garden may be used on condition that:

No dogs are permitted access with the exception of assistance dogs

No smoking is permitted

No music or other amplified sound to be played outside

Children must be supervised. Adults are advised that the trees are not considered safe for climbing and no responsibility can be taken for injury incurred if this advice is ignored

The child lock on the side gate is kept engaged if there are children present at the event

Please report any problems to Richard Silman 07786194695, Janelle Stevenson 07771423553 or csgrrbookings@gmail.com.

**Regular Renters:**

Advertising by Regular Renters:

Any A-frame signage put outside must be taken down when your session is finished. Please do not leave it by the door to the Reading Room where it can impede others entering or exiting.

Bulletin Board space is limited and priority goes to church notices. Each regular renter is allocated space for one A4 poster (preferably portrait) in the designated section of the board in the main part of the Reading Room. Please note that the safeguarding and safety notices cannot be moved or removed.

The notice board outside the reading room is primarily for the church notices. If there is space to the left of the door you may place one notice there attached with staples or blue tack but NOT strong tape as it takes off the paint.

These terms may be updated from time to time so do check for the latest version on the website before making a reservation, even if you have hired the Reading Room previously.