



The Chester Civic Trust



Application form for Room Hire at Bishop Lloyd's Palace

51/53 Watergate Street Row, Chester

Name:			
Address:			
Organisation:(if applicable)			
Telephone number:		Mobile number:	
Email address:			
Purpose of booking:			
If different from above, account to be sent to:			

Required room hire details

I/we wish to hire: *Add date(s) and time against each room that you wish to hire*

	Date(s) required	From (Time)	To (Time)
Room 1			
Room 2			

Room hire charges and Room hire conditions are overleaf on this application form.

I/we agree to accept the Conditions of Letting currently in force at the time of this application.

Signed _____ Date _____

Please ensure that you supply all the necessary information. We will return the form to you to confirm the booking(s). Please return this form to:

Chester Civic Trust, Bishop Lloyd's Palace, Chester CH1 2LE, marking the envelope 'Room Hire'

For office use only Booking confirmed: Signed: _____ Date: _____



The Chester Civic Trust



Conditions of room hire – Summary

These conditions are an abbreviated form of the Conditions of Letting which hirers agree to accept. The full Conditions of Letting can be inspected at the premises or sent to the hirer on request.

- 1) The hirer is responsible for collecting the keys, by arrangement, from Chester Civic Trust and, at the end of the period of hire, for turning off the services, securing the premises and returning the keys to the Trust.
- 2) The hirer must leave the premises in a clean and tidy condition. In particular s/he is responsible for:
 - a) setting out chairs and other equipment and **putting them away in their correct location**
 - b) removing rubbish (particularly food waste)
 - c) washing, drying and replacing crockery, cutlery and glassware.
- 3) There shall be no smoking and naked flames, such as candles, must not be used anywhere on the premises
- 4) Hirers must ensure that meeting rooms are vacated both of people and equipment immediately at the end of the hire period.
- 5) Room 3 (the ante-room to Room 2) may be used as a refreshment/reception area, subject to the Conditions of Letting.
- 6) Nothing is to be attached or affixed to the interior or exterior of the premises.
- 7) The number of persons using the premises must not exceed 110 persons standing (60 seated) in the case of Meeting Room 1 and 100 persons standing (50 seated) in the case of Meeting Room 2.
- 8) No sales or auctions are to take place on the premises unless prior consent in writing is obtained from the Chester Civic Trust.
- 9) The hirer is responsible for any damages or breakages, which must be reported to the Trust as soon as reasonably possible.
- 10) All payments must be made to the Chester Civic Trust upon receipt of an invoice.
- 11) The premises are not licensed for music, dancing or the consumption of alcohol. If the booking includes any of these, then the hirer must inform the Civic Trust of this when booking.
- 12) The hirer's use of the premises shall be restricted to the use stated on the booking form and any other use to which it is intended to put any room during the period of hire is to receive prior approval from the Trust
- 13) Neither the Trust nor Cheshire West and Chester Council accepts any liability whatsoever for any death, injury or loss of property of members of the public resorting to the premises at the invitation of the hirer.
- 14) The Trust reserves the right to cancel any bookings, or refuse access to the premises, if the premises are required for any municipal or public purposes or if the Trust has reasonable grounds for believing that the terms of hiring are being breached.
- 15) No annoyance is to be caused to neighbours by noise or riotous or disorderly conduct.
- 16) The hirers are responsible for conforming to the Conditions of Letting which should be carefully studied by new Hirers.

Table of Charges		
Number of hours	Room 1	Room 2
1	£13.00	£9.00
2	£25.00	£17.00
3	£36.00	£24.00
4	£45.00	£30.00
5	£54.00	£36.00
6	£63.00	£42.00
7	£72.00	£48.00
8	£81.00	£54.00
9	£90.00	£60.00
10	£99.00	£66.00
11	£108.00	£72.00
12	£117.00	£78.00