

FELLOWSHIP HOUSE

Conditions for Bookings and Usage

- A) Bookings are only valid once the non returnable deposit has been paid.
- B) Balance of the agreed fee to be paid two weeks before the booked event.
- C) Unless there is an important reason (eg illness), in the case of cancellation by a hirer Fellowship shall be entitled to receive up to the full fee should it be unable to make a replacement booking.
- D) There is a limit of **45** children for children's parties.
- E) The piano is by far the single most expensive piece of equipment we have. Without specific written authorisation please do not play it, touch it, move it or put anything on it.
- F) The person who pays the deposit is deemed to be the hirer and will be responsible for the cost of all breakages and damage to Fellowship property.
- G) HGS Fellowship accepts no liability for death, injury or damages however caused to those on or using its property.
- H) These Booking and Usage Conditions must be complied with. The hirer (person paying the deposit) is deemed to have read, understood and be in full agreement with them.

ON ARRIVAL

- I) Access is allowed at the start of the agreed set-up time, not before.
- J) Please remember Fellowship House is in a residential area **so keep the noise down! All windows and doors to be shut if amplification is used.**
- K) **No popcorn** please. It wreaks havoc with the floor!
- L) Only the front garden may be used - **not** the patio at the back which belongs to the tennis club. Please **do not let children trample on the flowerbeds or climb the trees.!**
- M) Only small bouncy castles permitted. No BBQs.
- N) Do not hang decorations from the lights or the projector
- O) Professional entertainers must be properly insured and licensed to play music.
- P) Please do not touch any Fellowship equipment or fire extinguishers.

ON DEPARTURE

- Q) Please leave Fellowship House as you found it. (Vacuum cleaner etc in door with 'no entry' on it!) All chairs and tables stacked.
- R) Please bring **black bin liners to take your rubbish home** with you as we don't have the capacity to deal with it. Do not leave old helium gas bottles.
- S) Turn off all lights (including those in the loos). Turn thermostats down.
- T) Draw curtains next to the audio equipment.
- U) If the arrangement is that somebody will come to lock up after you, **please do not leave until they arrive.**