

Thank you for considering our space for your hall hire. Please read & agree to the following requirements for building hire at Montpelier Church:

Terms and Conditions

1. Alcohol is not to be sold without acquiring the necessary licences from the Council. All events where alcohol may be served must be agreed by the church office prior to the event.
2. All rubbish must be bagged and taken to the rubbish wheelie bin between the two church buildings.
3. Only religious events that comply with the Evangelical Alliance's statement of faith may be hosted on the premises. **Non-religious events are not subject to this condition*
4. No loud music may be played after 10.30pm.
5. All events must be finished and all parties involved must then be off the church premises by 11.00pm.
6. Due consideration must be given to other users on the premises and local neighbours with regards to noise and disruption.
7. You are responsible for any children in your group. Montpelier's Child Protection & Safeguarding Policy must be adhered to at all times. **See our Child Protection & Safeguarding Policy on the bulletin board inside the hall.*
8. Users must clean and tidy hired space before leaving, and return chairs and tables to their original positions. Any spillages must be cleaned up and reported to church office. Any damage must be reported and may be chargeable.
9. Nothing may be fixed to the walls.
10. The car park is for use by all hall hirers. Please do not park in any way that obstructs the pavement.
11. Hirers will be let into the building by a church representative. If hirers have finished using the building and are ready to leave before the church rep comes back to lock up, they must first contact them before leaving.

Cancellation Policy

If you need to cancel your booking for any reason, please contact the church office immediately. The following cancellation fees will apply:

- 2 weeks or more prior to the booking date = 10% of the total hire fee
- Within 2 weeks of the booking date = 20% of the total hire fee
- Within 48 hours of the booking date = 50% of the total hire fee