

Terms & Conditions for Groups

Booking

1. The applicant is responsible for the conduct of the group and ensuring payment has been made, unless otherwise stated on the booking form.
2. The maximum group number is 30 unless otherwise agreed.

Conduct

3. The drinking of alcohol and smoking are not permitted at any time.
4. Cameras/phone cameras are for personal use only. Commercial filming, photography or videos require permission from the charity.

Chapel

5. Groups should not remove or alter any of the permanent objects in the chapel, apart from chairs to suit the activity.
6. After use, lights must be switched off, all candles extinguished, all doors locked, and keys returned to the key safe.
7. Please do not turn off or change the settings on the heaters.
8. Heaters must not be covered.
9. Candles should always be in a suitable, safe, candle holder and **never** placed directly on the furniture or carpets to prevent wax dripping onto the furnishings & fittings.
All candles to be extinguished when you leave.

Marketing

10. No posters or flyers to be placed in the complex without permission. They will be removed.
11. Posters and flyers should promote your event and not the complex. Please do not use images of the site to promote your event without permission.

Your Responsibilities

12. Groups are responsible for the health & safety of their group when using the complex. Please familiarise yourself with the layout, exits etc.
It is the group leaders' responsibility to advise the group of emergency procedures.
13. Group leaders are responsible for the security of the Chapel during the hire period.
14. Group leaders are responsible for any damage to the chapel fixtures and fittings.
15. Groups are responsible for checking if they need Public Liability Insurance for their event.

On behalf of my group, we agree to abide by the guidelines and terms set out in this document.

Signed

Date.....

Print your name and the Group Name

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Please return the completed form to abbeyparishes@gmail.com