



Quick Guide to Parties @ CPC

This gets you started without much fuss but hirers ought always to familiarise themselves with our full Lettings Policy.

Remember the **'golden rule'** – "if in doubt about anything, just ask!"

1. Hire of the church hall is for 3 hours. This includes set-up and clear-down time; please factor in your non-party time when making your booking. We will be forced to deduct overrun time from your deposit.
2. You can hire any day except Sunday – that's when we need it most!
3. Present charge for 3 hours is £60. Additional periods of 30 minutes are charged at £10.
4. Your hire fee plus a deposit of £50 must be paid before you access our facility. You can pay cash, cheque (giving 5 working days for clearance) or bank transfer. We will return your deposit on the Monday following your hire.
5. Your hire fee permits the use of the church hall, adjoining toilets and the corridor kitchen. All other areas are off-limits to your guests, unless agreed and paid for in advance.
6. Tables and chairs will be provided as long as you discuss this with us in advance. We have 4ft & 6ft long tables plus round table 5ft diameter. We could seat 50 comfortably.
7. Nothing may be stuck to the walls. But we have a large noticeboard that may be covered with your material and we have a few innovative ways of stringing bunting. Just talk to us about it.
8. No alcohol is allowed on the premises but, other than that, feel free to bring your own food and drink.
9. Please take home all your rubbish. We can provide black sacks if you forget yours!
10. Remember the golden rule. Come and talk through your plans with us. We don't bite and may be able to help in ways that you hadn't realised.