

CONDITIONS FOR RENTING THE HALL

1. The minimum hire period for the hall is two hours for which the cost is €60. This fee is non-refundable in case of cancellation within one month of event date. Additional time is charged at €26 per hour. Special arrangements may be made for block bookings. **NOTE: Hire period to INCLUDE set-up and clearing time**
2. Full payment plus €50 key deposit must be made at the time of booking. Deposit to be returned when key handed back.
3. Children and teenagers **must** be supervised by a responsible adult **at all times**.
4. Please make arrangements for collection of the key by contacting the Parish Office which is open Mon-Fri 09.00 – 11.00. **Accepting the key means accepting these conditions in full.**
5. Please do not attempt to open locked cupboards; these contain personal items belonging to other users.
6. Please leave the hall and kitchen clean & tidy, mop and tidy everywhere, leaving all as you found it. Take away food and empty bottles and place all rubbish in the bins by the **roadside** to the left of the nearer entrance gate. Please do not leave rubbish anywhere inside the cathedral grounds. **An additional charge will be made if extra cleaning is needed after your hiring.**
7. When you leave please close all windows, **switch off all a/c units**, all ceiling fans and all internal and external lights and lock the outside door. Please also ensure that **all** taps in the kitchen/bathrooms are turned OFF. Please return the key to the office where your deposit will be refunded

Thank you

PARISH HALL RENTAL FORM



St Paul's Anglican Cathedral

PO Box 22014, 1516 Nicosia

Parish Office: Tel & Fax: 22445221

Email: stpauls@spidernet.com.cy

Dean: The Very Rev. John B Tyrrell

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NB The user is totally responsible for the security and good condition of the hall and those using it for the period of hire. All damage, whether to fixtures, fittings or any equipment (e.g. chairs, tables, crockery etc) will be paid for by the user, being either the cost of replacement or the cost of repair: whatever shall be considered appropriate by the hall committee.

Please note also that the Church's public liability insurance cover ONLY extends to Church functions. Those hiring the hall for non Church functions are responsible for arranging their own public liability insurance

I agree to the terms and conditions:

SIGNATURE OF HIRER:

NAME:

ADDRESS:

TELEPHONE:

EMAIL/FAX:

DATE OF HIRE: _____

TIME: from _____ To _____

EVENT: _____

HIRE COST	€	KEY DEPOSIT	€50	TOTAL PAID	€
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I acknowledge the receipt of:

€

As key deposit and rental fee for St. Paul's Parish Hall

On :

From : To :

Total Cost of Rental :

€

Key Deposit Paid

€

(Refundable on return of key and hall being left in good condition)

Signature of Booking Secretary:

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