

## Walpole Old Chapel

### General Terms and Conditions of Bookings – Revised February 2023

1. The hire charges include:
  - help from our volunteers with car parking
  - normal cleaning after events
  - use of our kettles, crockery etc
  
2. We accept payments, up to 30 days after events, in the following ways:
  - Cash
  - Cheque – made out to 'Friends of Walpole Old Chapel' and sent to The Treasurer, Friends of Walpole Old Chapel, 2 Old School Close, Brampton, Beccles, Suffolk NR34 8DP
  - Electronic transfer to: Friends of Walpole Old Chapel, Lloyds Bank, Sort Code: 30-13-64, Account Number: 00703439. Reference: Organisation Name or Surname
  
3. If your event/visit involves children or vulnerable adults, you are responsible for having appropriate Safeguarding arrangements in place.
  
4. Walpole Old Chapel is responsible for the safety of the building. It is the hirer's responsibility to ensure that their activities do not create health and safety risks and/or to ensure that measures are in place to mitigate any inherent risks.
  
5. The Chapel is an old building, which is rather fragile in places and is still used for religious services. We expect hirers to exercise appropriate care and respect during their event/visit. We will charge hirers to make good any losses or damages occurring during their event/visit.
  
6. Hirers are expected to leave the building clean and tidy – An additional charge will be made for any extra cleaning required.
  
7. Smoking is not permitted in any part of the building or graveyard.
  
8. The graveyard is a species-rich protected area. Please do not walk on the unmown areas.
  
9. The hirer is responsible for ensuring their event is Covid secure.
  
10. The Chapel is not licensed for the sale of alcohol. If hirers wish to sell alcohol, they will need to obtain an event licence from East Suffolk Council.

**Please direct any queries to the secretary – Simon Weeks, on 01986 784348**