

HIRING REGULATIONS

1. Communication

All communications and hiring applications must be made to:

Sarah Cross
Chawton House Library
Chawton, Alton
Hampshire
GU34 1SJ

2. Limitations of Hirings

The Owner is not obliged to accept any hiring application and may in respect of any application request such other information, clarification and security as it may in its absolute discretion require.

3. Booking confirmation

All bookings are confirmed only after the booking form has been completed satisfactorily and returned with relevant deposit. Receipt of your booking deposit confirms your acceptance of all terms and conditions. All deposits are non-refundable and non-transferable.

4. Right of Entry

The Owner reserves to itself and those authorised by it the right to enter the Hirer's function at all times on producing evidence of their identity. Ticket takers and stewards will be instructed accordingly by the Hirer.

5. Cancellation

If the Hirer cancels for any reason no fees shall be refundable and the full fees shall remain payable unless the Owner in its absolute discretion decides to make any concession to the Hirer. The Owner may without ascribing any reason therefore cancel any hiring without notice if it in its absolute discretion considers that the purpose or size of the function has been misrepresented to it or that it is necessary to cancel for any cause outside its control. In the event that the hiring is cancelled by the Owner for any cause beyond its control the fees paid shall be refunded to the Hirer less any amounts required to cover expenses incurred by the Owner in connection with the cancelled hiring. In no circumstances shall the Owner be held liable for or be required to pay compensation to the Hirer for any loss sustained as a result of or in any way arising out of the cancellation.

6. Preservation of Order

The Hirer is responsible for the preservation of good order during the hiring and for any damage that may be caused to the Owner's property or other assets whether accidentally or wilfully. The Hirer shall provide an adequate number of stewards for the function who shall be present at all times during the hiring. The Owner may repair any such damage at its own expense and such expense plus VAT paid on it shall be payable by the Hirer to the Owner on demand together with interest at the rate of 4% per annum over Barclays Bank plc base rate from time to time from the date due to the date paid. Chawton House Library reserves the right to judge acceptable levels of noise or behaviour of the Hirer, their guests and any contractor. In the event of failure to comply with management requests, Chawton House Library reserves the right to terminate the contract and stop the event with out being liable for any refund or compensation.

7. Care of Owner's Property and Assets

No nails, tacks, screws or other fixings shall be driven into any of the walls, floors, ceilings, furniture or fittings or into any trees or fences or other structures. No preparation shall be used for polishing floors in any buildings. No stiletto heels shall be worn in any of the buildings.

8. Alcohol Drugs and Gaming

No alcohol or drugs shall be provided or consumed at any function without the prior approval of the Owner and without the existence in the case of alcohol of a proper and appropriate Justices Licence. No gaming shall take place at any function.

9. Licensing

The hired area shall not be used for showing films or videos, public music and dancing, boxing or wrestling, stage play or public reading performances for which a licence is required under legislation unless such licence has been obtained and the Hirer strictly complies with the terms of such licence and is produced on request to the Owner.

10. Catering Services

The Hirer shall make sure that caterers or any other person supplying or serving refreshments or decorations remove after the function all their property by 11:00pm on the day of hire unless otherwise agreed. Any property left after such time may be removed by the Owner at the cost of the Hirer.

11. Seating Accommodation

The seating accommodation shall be limited to the number of Owner's chairs that are on the premises on the day of hire. Further provision may be made by the Hirer at its own expense subject to prior approval by the Owner. There must be strict adherence to the room seating capacity for civil ceremonies.

12. Hire Accommodation

The hiring is restricted to the space or accommodation described in the Application for Hire and the use of any additional space or accommodation requires the approval of the Owner who may make an additional charge.

13. Time Limits

Subject to Regulation 10 hirings on weekdays shall terminate no later than 10.00pm and at weekends no later than 11.00pm unless otherwise agreed.

14. Furniture and Equipment

The Owner's furniture and equipment (other than chairs) shall not be moved except by prior arrangement.

15. Contractors

All contractors employed by the Hirer in connection with the function shall only be allowed access to the Owner's property if previously approved by the Owner such approval to be within the absolute discretion of the Owner who shall prior to giving such approval be entitled to call for and inspect copies of any intended or actual contracts with such contractors and details of all insurances carried by such contractors.

16. Copyright

The Hirer shall comply with the Copyright Act 1988 in connection with any material it presents or uses at the function and shall indemnify the Owner from and against all liability whatsoever arising out of the use or performance of copyright material.

17. Performing Right Society

The Hirer shall promptly after any performance or function at which music has been performed or songs sung complete, sign and return to the Performing Right Society the appropriate form notifying it of such events and will indemnify the Owner in respect of any liability which it may incur by reason of such matters.

18. Electrical System

Any alteration or addition to the Owner's lighting or electrical, heating or power systems is strictly prohibited without the prior approval of the Owner and where necessary the utility company supplying the same.

The owner will provide an external electrical supply of 60amps for use in a marquee. It is the responsibility of the hirer's marquee company to connect to this supply, using equipment with a current PAT certificate. If the electrical requirements exceed 60amps a generator will need to be hired at the hirers expense.

The Owner reserves the right to refuse access to the external electricity supply in the event of a situation that could put members of the public at risk eg severe weather conditions, equipment without a PAT certificate. If this is the case a generator will need to be hired at the cost of the hirer.

19. Non-Payment of Fees

If any part of the fees and VAT due to the Owner is not paid on the due date or the Hirer is in breach of any of these regulations the Owner shall be entitled to cancel the hiring without prejudice to its right to claim payment of the fees and any other damages it may be entitled to.

20. Indemnity

The Hirer shall indemnify the Owner against all liabilities, actions, proceedings, claims and demands which may arise as a result of a hiring.

21. Programme

The Hirer shall upon request by the Owner furnish the Owner with a copy of the programme for the function and will not circulate it or make it available to visitors to the function unless approved by the Owner and will not deviate from the approved programme without the Owner's prior approval.

22. Transfer of Hiring

No hiring is transferable or sub-hireable and all hirings are personal to the Hirer.

Signature of Hirer

Name of Hirer

Address

E-mail

Home phone

Work phone

Mobile phone

Additional notes for Wedding Venue Hire

Civil Ceremony/Partnership Room Capacities The following room capacities for civil ceremonies and partnerships must be adhered to at all times. These room capacities are not the number of guests allowed, but the total number of persons in the room (this must include the bride and groom, registrar and assistant registrar and any other persons there in an official capacity ie photographer or musician). These numbers must also include any children or babies attending the ceremony.

Oak Room	a maximum of 30 persons
Dining Room	a maximum of 65 persons
Great Hall	a maximum of 75 persons

Re: 10. Catering Services For weddings held inside Chawton House caterers are required to remove all property by 11:00pm on the day of hire. For marquee receptions caterers will have access to the marquee the following day, however no food or rubbish must be left overnight.

Re: 7. Care of Owner's Property and Assets Please note that stiletto heels are strictly forbidden inside Chawton House. Heel protectors will be available for those people who do wear stiletto heels, however if the heel protectors do not fit then the wearer will be required to remove their shoes.

Parking Chawton House will supply parking stewards and parking for a maximum of 80 cars (20 cars parked in the car park and 60 cars parked behind the barrier at the top of the drive). No vehicle may be left overnight unless by prior arrangement. Vehicles left overnight without prior permission must be collected during the following hours - Monday to Friday 10am - 4pm.

Photography Photography is restricted within Chawton House. Only your official photographer is permitted to take photos within the house. Any of your guests may take photographs in the gardens of Chawton House only.

Naked Flames & Candles Chawton House does not permit the use of naked flames or candles

Children All children attending wedding ceremonies and receptions are their parent/guardians responsibility. They must at no point be left unattended. If childcare staff are employed to supervise any child/ren under the age of 18 Chawton House must be provided with a copy of the childcare staff's Enhanced Disclosure Criminal Records Bureau Check. All childcare staff must have relevant childcare qualifications and the following ratios must be adhered to:

Children aged under 2:	at least one member of staff for every four children
Children aged over 3:	at least one member of staff for every eight children

Smoking Smoking is only permitted in the designated smoking areas where sand buckets are provided. For wedding held in the house this area is in the car park and sand buckets will be provided at the bottom of the North Porch steps. For marquee weddings sand buckets will be placed discreetly outside the marquee. No smoking is permitted in any other locations on the site.

Marquee Site The facility fee for the booking of the South Lawn also includes the following:

- Use of the outside loos situated in the Courtyard Area
- Car Parking as above (please note details re: vehicles left overnight)
- Use of a room in the Chawton House for the bride and/or groom to change. Additional access to the house for your guests must be by prior arrangement.
- Use of a room for musicians

All music must stop promptly by 11:30pm and all guests and suppliers must be off-site by midnight.

The marquee company will have access to the site for two working days prior to and one working day after the wedding reception (for a Saturday wedding reception they will have access on the Thursday and Friday before the reception to put up the marquee and the Monday after to take down the marquee).

The catering company may not wish to use our catering kitchen due to the distance from the kitchen to the marquee and may require an additional catering area to be added to your marquee.