



Terms & Conditions of Hire

1. Acknowledgement

- By signing the booking form, the Client confirms that they have read, understood, and agree to these Terms & Conditions.
 - The Client agrees that Coventry Central Hall (CCH) shall not be liable for any inconvenience, limitation, loss, or additional costs arising from compliance with these conditions.
 - Failure to comply may result in immediate suspension or termination of the booking at CCH's discretion, without refund or compensation.
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2. Booking Procedure & Confirmation

- Bookings must be made at least **72 hours in advance** using the official booking form.
 - Required documentation must be submitted where applicable (e.g., Public Liability Insurance).
 - A booking is **not confirmed** until a confirmation email has been issued by CCH.
 - Bookings that do not meet requirements may be declined or deleted without notice.
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3. Event Categories

Events are classified as follows:

Standard Events — Up to 170 attendees - Examples include meetings, rehearsals, training sessions, worship services, and community activities.

Large Events — Over 170 attendees - Includes concerts, conferences, commercial events, ticketed events, and large gatherings.

Additional safety and operational requirements apply (see Section 4).

4. Additional Requirements for Large Events (>170 attendees)

CCH may require:

- Public Liability Insurance (PLI)
- Risk Assessment
- Event Management Plan
- Emergency procedures
- Crowd management plan
- Security/stewarding arrangements
- Safeguarding measures

Failure to provide adequate documentation may result in cancellation without refund.

5. Client Responsibility

The Client acts as the Event Organiser and is responsible for:

- Conduct of attendees, staff, and contractors
- Compliance with laws and regulations
- Health and safety during the event
- Crowd management and supervision
- Safeguarding obligations
- Protection of the premises

CCH provides the venue only and does not manage the event unless agreed in writing.

6. Attendance & Capacity

Attendance must not exceed agreed limits.

CCH reserves the right to:

- Refuse entry
- Halt admissions
- Suspend or terminate the event

Hall Capacities (Theatre Style)

- **Great Hall (Floor Level): Maximum 170 persons**
 - Additional balcony seating subject to approval
 - **Lower Hall: Maximum 120 persons**
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7. Security & Stewarding

- Where necessary, the Client must provide trained stewards or licensed security personnel.
 - CCH may require additional staffing at the Client's expense if safety concerns arise.
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8. Equipment & Technical Setup

Client-supplied equipment must:

- Be safe and suitable for use
- Be PAT-tested where applicable
- Be operated by competent persons
- Not obstruct exits or safety systems

CCH may refuse any equipment deemed unsafe and accepts no liability for client property.

9. Access, Setup & Breakdown

- Unless agreed otherwise, the booking period includes: Setup, Rehearsal, Event duration, Breakdown and clearance
 - Overrunning may incur additional charges.
 - All client property must be removed immediately after the event.
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10. Noise & Public Safety

- Sound levels must comply with regulations.
 - CCH may reduce sound levels or stop the event if safety or disturbance concerns arise.
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11. Safeguarding

Where children or vulnerable adults are present, the Client must:

- Ensure appropriate supervision
- Implement safeguarding procedures
- Conduct DBS checks where required
- Prevent unsupervised access to restricted areas

CCH reserves the right to intervene or terminate the event if safeguarding concerns arise.

12. Protection of the Building

CCH is a historic building.

The Client must not:

- Fix items to walls, floors, or fixtures
- Use nails, screws, adhesives, or tape
- Move furniture without permission
- Use hazardous materials without approval

Any damage will be charged in full.

13. Damage, Cleaning & Venue Care

- The venue must be left clean and tidy.
 - A minimum cleaning charge of £40 + VAT may apply.
 - A refundable damage deposit may be required.
 - Items left behind may be disposed of and charged (£30 + VAT minimum).
 - CCH accepts no liability for loss or damage to client property.
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14. Food, Drink & Alcohol

- Alcohol is **strictly prohibited** on the premises.
 - Outside food is prohibited unless agreed.
 - Where **food and/or drinks** are brought into the venue (authorised or unauthorised), a cleaning fee will apply as follows: (a) Up to 100 attendees £40 + VAT (b) For every additional 100 attendees (or part thereof) £25 + VAT
 - Breach may result in termination of the booking and refusal of future bookings.
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15. Included Services & Restrictions

Unless agreed otherwise:

- Storage, parking, and refreshments are not included
 - Equipment hire must be booked in advance
 - Banquet-style setup incurs an additional charge: up to 5 tables £20 + VAT; each additional table beyond 5 will be charged at £3 + VAT.
 - Surcharges apply for late-night bookings (10:00 pm–9:00 am)
 - Special dates may incur additional fees
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16. Booking Times

- The room is available only during the confirmed booking period.
 - Exceeding the booking by more than 20 minutes may incur additional charges.
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17. Payments

- An invoice will be issued prior to the event.
 - Payment is due within two weeks of issue or by the stated due date.
 - CCH reserves the right to require:
 - A deposit
 - Full advance payment
 - Payment within a specified timeframe
 - Failure to pay as required may result in cancellation without notice.
 - Full payment is required for overnight events.
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18. Client Cancellations

- Cancellation charges:
 - More than 14 days' notice — No charge
 - Less than 14 days — 30% of booking value
 - Less than 7 days — 100% of booking value
 - Charges may also apply to catering or additional services.
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19. Venue Cancellation

- CCH reserves the right to cancel bookings due to unforeseen circumstances, including safety concerns or building issues.
 - Where possible, an alternative date or room will be offered. If none is available, payments made will be refunded.
 - CCH shall not be liable for indirect or consequential losses.
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20. Recording & Media

- Filming, recording, or live streaming must be declared in advance and approved by CCH.
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21. Authority of Venue Staff

- CCH staff retain full authority regarding health and safety matters.
 - Failure to comply with instructions may result in immediate termination without refund.
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22. Amendments & Pricing

- CCH reserves the right to amend these Terms & Conditions at any time.
- Continued use of the venue constitutes acceptance of revised terms.
- Prices may change from 1 September 2026 onwards.

23. Payment Details

- **BACS**
Account Name: Coventry Central Hall
Account Number: 00028245
Sort Code: 40-52-40
(Please quote invoice number as reference)
- **Cheque**
Payable to: Coventry Central Hall

24. Additional Venue Information

- A stage is currently installed in the Great Hall (removal may incur charges)
- The lift is currently out of service; access is via stairs only
- The Great Hall does not have a permanent lighting system
- Clients must arrange any specialised lighting

Client Acceptance

I confirm that I am authorised to act on behalf of the Client and agree to these Terms & Conditions of Hire.

Organisation / Individual: _____

Event Name: _____

Date of Event: _____

Authorised Representative: _____

Signature: _____

Date: _____