

LAWRENCE CLOISTERS TRUST LTD.
Barrington Road , Letchworth Garden City , Herts. SG6 3TH

Telephone : General 01462 682161 - Office / Fax 01462 678059
eMail - bookings@thecloisters.org.uk, web - www.thecloisters.org.uk

CONDITIONS OF HIRE

1) Confirmation of the details of an event should be made to the Cloister's office two weeks before the function date in order that the appropriate numbers of staff are made available. Where an event is cancelled within two weeks of the original Function date, booking fees paid will not normally be refunded.

2) In the event of a fire in the building, an alarm will be sounded. Please ensure all attendees are aware of the escape routes and assembly points. If the alarm sounds, everybody should leave the building in an orderly fashion and not attempt to collect personal possessions. Two attendees should be nominated as Fire Wardens for the duration of the function.

NB. The Applicant is deemed to be the Fire Officer for the function.

3) Applicants are reminded that smoking is totally banned within The Cloisters building. Please ensure all attendees are aware of the restriction and that those individuals, who wish to smoke, do so outside of the building.

4) Conditions imposed by the Licensing Authority and Environmental Health are :-

- a) All Dining Room **windows are to be closed and curtains drawn at 10.30 p.m.** when a function is in progress. (If required, the extractor fans located above the lighting chandeliers in the Dining Room can be used.)
- b) The premises are to be **vacated by 24.00 midnight or the time specified** if an extension is granted. Guests must leave in an orderly fashion avoiding unnecessary noise and respecting the rights of nearby residents.
- c) Musicians wishing to practice before an event must do so in a manner so as not to disturb nearby residents and as in 3 above, **emergency doors must remain closed.**

5) A Tariff detailing the hire charges for various events is available from the office. In order to secure a reservation, the hire charge or the appropriate deposit must be paid as detailed in that tariff.

6) The applicant shall be responsible for ensuring that all the above conditions are complied with.

I confirm that I have read and understood the conditions detailed above and enclose payment of £..... / will make payment of £..... on

.....

Signed – Applicant

For Office Use :

Application Received (Date) Extension Required YES /NO

Cheque Received £..... Date Number

Booking confirmed Administrator LCT Ltd.