



PARMOOR HOUSE Important Information for Hirers

When you hire Parmoor House, we ask you to follow a few simple rules in order that you and other hirers of Parmoor House can have a trouble free time and enjoy your use of our elegant building and help us to keep our charges down. The house is in a wonderful terrace of residential private houses and we ask you to be respectful of our neighbours.

Booking:

All bookings are accepted at the discretion of the Cheltenham Civic Society and the House Manager.

- Hirer's use must be limited to the specific rooms allocated to them and the communal facilities. The Hirer must not use Parmoor House as a postal address.
- Any changes to your booking must be agreed with the House Manager at parmoorhouse@cheltenhamcivicsociety.org.uk or by telephone on 01242 524632
- Cancellation of bookings made less than 7 days before the booking period will be liable for payment. Provisional bookings must be confirmed within 7 days.

Hirer:

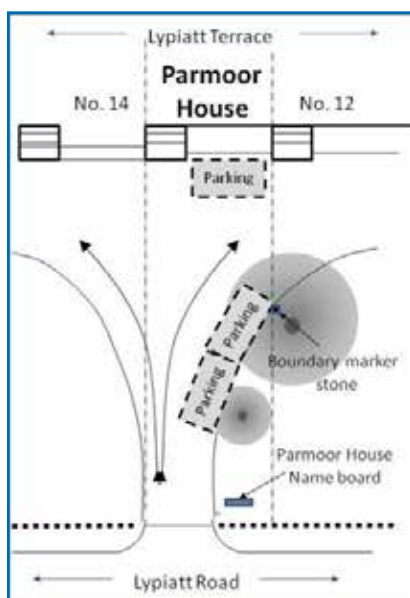
If the hirer is not to be present for the booked session then they must delegate their responsibilities to a named person who will be present and inform the House Manager of the name of this person.

Insurance:

Hirers must confirm whether they have public liability insurance.

Security:

Parmoor House is not normally manned and hirers are normally issued with a pass to unlock the front door. The building will be locked when not in use. Hirers are requested to keep the front door closed during their period of hire, once their attendees have arrived. At the end of your session, please ensure that all windows have been closed and the rear door is closed if it has been used, the room door is closed, that all your users have left the building and the front door is locked.



Parking:

There are just 3 parking places available by arrangement with the House Manager in front of Parmoor House (please see diagram) for unloading and special guests. Under no circumstances should cars be parked anywhere else in the grounds of Lypiatt Terrace as this could cause offence to our neighbours. Please ensure that all your users are aware of this parking restriction. Bicycle parking is permitted only at the short length of railings adjacent to the Parmoor House basement "well" - the indicated Fire Exit route to be kept clear.





CHELTENHAM CIVIC SOCIETY

Fire Precautions:

A notice of Fire Precautions is displayed in each room. Please read these and ensure all your users are aware of the fire drill. Please do not leave the room doors wedged open.

Use of Room:

Each room is provided with chairs and tables for your arrangement. Please ensure that chairs are stacked and tables are cleaned and folded at the end of your session. Please DO NOT pin or stick anything on the walls. Flip chart stands are available if required.

Projection:

A slide projector, a digital projector (subject to an additional charge), stand and screen are available subject to prior arrangement. The Bache Room has a fixed "roll-down" screen.

Sound System:

A combined sound amplification (lapel-mike) and "loop" system is installed in the Bache Room. The Pauline Baring room can also have a "loop" system, both subject to prior arrangement.

Use of Communal Facilities:

The Kitchen and the rear garden are available for use by all hirers by arrangement with the House Manager. Please ensure that after use they are left clean and tidy, and that there is not undue noise during use which could disturb other users and neighbours. Lockable cupboard space may be available for long term users. Please note that the front lawn is NOT for use by Hirers.

Alcohol:

Parmoor House is not licensed as club premises, and Hirers planning to supply alcoholic drinks to persons attending an event must give prior notice to the House Manager and satisfy the Cheltenham Civic Society that it will be complying with the relevant statutory requirements.

Breakages:

Please report any breakages to the House Manager. The Hirer will be responsible for the cost of any damage or breakages that can be reasonably attributable to their use.

Opening and Closing Times:

Daytime 08:15 to 18:45 and Evening 18:45 to 22:15.

Charges:

Rooms can be hired between 08:30 and 18:30 at an hourly rate and an evening rate between 19:00 and 22:00. There is a minimum charge of 3 hours at weekends and 3 hours for hire of the whole house. If a booking overruns, the hirer may be liable for an additional charge. A period of 15 minutes prior to the start and after the end of the booking period is permitted for setting up and clearing up of the room and communal facilities. The Civic Society reserves the right to access rooms during an emergency. The Cheltenham Civic Society accepts no legal liability related to the non-adherence of these Room Letting Conditions.

Charges:

Effective from 1 March 2018 until further notice. Prices reviewed annually.

	Daytime Hourly Rate 08:30 to 18:30	Evening rate 19:00 to 22:00
Bache Room	£10	£32
Pauline Baring Room	£9	£26
Rosalind Room	£7	£20
Parmoor House	£26	£78

A minimum charge of £12 per booking will apply. Refundable deposit for entry pass: £10