

## FEES & DEPOSITS FROM JAN 1<sup>ST</sup> 2024

**PLEASE NOTE:** we charge for the total access period; which includes the time you need to set up before your event, as well as the cleaning and tidying of the Hall afterwards.

<b>FEES:</b>	River Room, Middle Area and Foyer (via Side Door)	£15 per hour
	All hiring includes use of the Kitchen, with crockery, cutlery and so on.	
	Full Hall hire (incl. Front Hall via Front Doors)	£18 per hour
	Courtyard Cooking (Professional Caterers)	£30 (see below)

Every Wednesday and Thursday evening the bar is open to the public and may be used by the hirer and their guests as required. At other times an exclusive staffed bar may be requested.

<b>DEPOSIT</b>	Returnable after your event (covers minor breakages, damage or any extra cleaning required)	
	Small events or activities	£20
	Larger events / parties / food served	£50

### EVENTS AND PARTIES WHERE ALCOHOL IS SERVED

Any hirer intending to serve alcohol must discuss arrangements in advance.

Ideally the staffed bar will be requested along with the premises, as the sale of alcohol is not otherwise permitted.

If the hirer intends to provide their own alcohol for guests, additional charges will be made. Permission is at the discretion of the Trustees of the CHOYD charity and Eremue Trading Ltd. For some events corkage will be charged, for example £6 per bottle.

## ADDITIONAL ARRANGEMENTS FOR OUTSIDE CATERERS

**When access to the REAR COURTYARD is required for professional caterers, serving food.**

**Times:** Food service must cease by 21:00 all equipment must be removed, and the site cleared by 21:30.

**Site:** Any trailer and all catering equipment must be located within the rear courtyard. The boundary runs across the gateway, the grass verge does not belong to CHOYD and cannot be used.

**Power:** To reduce noise (of generator) the hirers may use the external electrical socket by requesting in advance, that this is turned on as access is restricted from inside the Hall.

Hirers must note and record the meter reading before and after each session.

No additional lighting will be provided by CHOYD, if the evening is dark we recommend food is carried to the kitchen for serving to avoid the risk of guests stumbling in the dark.

**Waste:** All rubbish must be removed from the courtyard, particularly any food waste.

An additional check for litter dropped or blown in the surrounding area (on the grass verge outside the Hall) will be required too.

**Charges:** An additional hire fee of **£30** will be added to the total hire fee.

If required, electricity will be charged by negotiation (based on meter readings).

## MULTIPLE BOOKINGS OR SPECIAL REQUESTS

When required, additional information, dates, times and other conditions will be provided here.

## PRIVACY STATEMENT

**We are a Registered Charitable Incorporated Organisation** (no.1161047) run by Trustees who are elected by the members. The Board of Trustees is collectively the Data Controller and practises compliance with the General Data Protection Regulations (GDPR).

**The Data collected** is personal data of members, supporters and hirers who have given consent for storage and use of name, address, email address, telephone numbers. This data and consent will be collected by email, letter or membership or hiring form.

**The legal basis for processing personal data.** Individual consent must be given. Our Constitution follows charity law which requires members to be communicated with as part of the decision making process. However, in order to receive other information, such as newsletters and event notices, members are now requested to conform to GDPR by giving the same individual consent as non-members so that they may receive such information.

**Declarations of Security of Data and No Transfer of Data.** Your personal data will be retained on a secure system and will not be given to other organisations.

**The Data will be used** to give you information about the charity, especially relating to the charity's activities and events, fund raising, membership renewal, updates on the premises, Notice of General and Annual Meetings, and to send surveys or questionnaires relevant to the charity.

### Your rights relating to personal data held.

- Members have the right to withdraw consent for personal data to be used for communications not related to the decision making process, either by writing to or emailing the charity.
- Non-members have the right to withdraw consent for personal data to be stored and used by the charity, either by writing to or emailing the charity.
- You have the right to ask us what data we hold about you by writing or emailing your request.
- You have the right to complain to the Information Commissioner's Office if you have a problem with the way we handle your data. ([www.ico.org.uk](http://www.ico.org.uk)).

**Retention of Data.** We will delete your data from our records if you withdraw your consent and only retain any that we are legally required to retain. Our records will be regularly reviewed.

**Our Website** contains links to other websites. CHOYD is not responsible for the privacy policies or practices of any third party. We use traffic log cookies only for statistical analysis purposes to see which pages are found to be useful in order to improve our website. Then the data is removed from the system. You can choose to accept or decline cookies.

## RISK ASSESSMENTS

### RISKS MITIGATION /& ACTION:

Risk assessments will be carried as required for events providing Entertainment and Open to the Public (to comply with the Premises Licence).

Whilst government restrictions associated with the Pandemic of 2020 have been lifted, we would ask ALL Hall users to remain mindful that there are still risks to health associated with the transmission of viruses.

Please exercise caution, hygiene, and courtesy to others at all times.