



**Stanley Palace,  
Watergate Street,  
Chester,  
CH1 2LF,  
Tel/fax 01244  
325586**

**Office Hours: Tuesday – Friday 10.00am –  
4.00pm (closed 1.00 – 2.00pm)**

*The Friends of Stanley Palace Reg, Charity No 1076693*

**Trustees: Dennis Bate (Chairman) Allan Jones, Terry Rimmer  
Secretary: Janet Jones**

## Conditions of Hire

You are requested to sign the booking form having read and agreeing to abide by these conditions of hire.

### 1. Keys

If a hiring is outside the Stanley Palace office hours the hirer must collect and return the keys to the building, If a hired has booked for a period the keys must be returned on the last day of that period, If a further is booked the keys will be re-issued for the first date on next booking form, A deposit on the issues of keys will be required.

### 2. Insurance

Organisers of events may have to take out adequate public liability insurance cover, depending on the type of event, The building is very old and special care is necessary, The hirer shall indemnify the Stanley Palace and it's trustees against any loss, damage or injury caused to the building and / or it's fixtures and fittings or suffered by Stanley Palace, the hirer or any other person or persons and occurring during or arising out of hiring, unless caused by the negligent act or default of Stanley Palace.

### 3. Security whilst at Stanley Palace

On leaving the building check all lights are switched off, all exterior doors are locked, Windows shut, Radiators turned down, the foyer door (a fire door) is shut & the front door is correctly locked, No additional lights or extensions from the existing electric light fittings shall be used without the pervious consent of the trustees of Stanley Palace.

### 4. Cleaning / Repairs / Renewals / Re-decoration

Please leave the building in a clean & tidy condition, Replace any furniture moved, to its original position. Kitchen china must be washed and replaced in appropriate cupboards. Only non-marking adhesive should be used to put displays on the walls. If any repairs, replacements or additional cleaning or re decoration of the building or its contents are necessary as a result of hiring, the Stanley Palace will arrange accordingly and the hirer shall bear all costs.

### 5. Dancing

Please note dancing is restricted to the Dining Room on the ground floor only, Discos by approval only.

### 3. SMOKING is not allowed by law anywhere in the building.

Any infringement of the NO SMOKING rule will regretfully incur termination of contract.



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#### **7. Licences**

Please consult Stanley Palace regarding Alcohol the hirer must adhere to all laws & statutory regulations relating to sale & consumption of alcohol on the premises. If a hirer authorizes the delivery of goods to these premises and a signature is required at the time of delivery, no responsibility is accepted by Stanley Palace.

A Licence for Performing Rights Society is held.

#### **8. Car Parking**

Parking of cars is PROHIBITED in the courtyard of Stanley Palace except for loading & unloading upon arrival & departure.

#### **9. Cancellations**

In the event of cancellation the hiring deposit is not refundable. In addition the trustees of “Friends of Stanley Palace” reserve the right to charge a cancellation fee.

#### **10. Unforeseen Circumstances**

The Trustees of “Friends of Stanley Palace” shall not be liable for any interruption to or cancellation of the hiring due to circumstances outside the control of Stanley Palace. The trustees reserve the right to terminate the contract at any time.

The Stanley Palace personnel reserve the right of access to the office at all times.

#### **11. Payment**

A Deposit is required at the time of reservation, the balance of payment on presentation of the invoice.