



## Regular Venue Hire for Affiliated Groups & Clubs – Definitions & Interpretations

- **Moreton Hall Community Association (MHCA)**

### Terms & Conditions

1. Hire charge includes the use of tables and chairs if required.
2. The hire charge is billed annually in advance. Payment terms are 14 days.
3. Hirers will be sent invoice reminders / statements should payment terms be exceeded.
4. If a hirer fails to make payment within 2 months, any future bookings will no longer be secure and all outstanding amounts will be pursued as necessary.
5. If a hirer continually makes late payments, MHCA will insist on payment in advance for all future bookings.
6. The booking duration should include set up and clear down time, the room should be vacated by the end of the hire period.
7. MHCA reserves the right to cancel any hiring not less than 21 days before commencement.
8. The hirer should inform MHCA at the earliest opportunity, in writing to [info@moretonhallcommunitycentre.co.uk](mailto:info@moretonhallcommunitycentre.co.uk), of any cancellations.
9. Affiliated Groups are defined as non-profit organisations
10. In order to maintain Affiliated Group status, a representative from each group must attend at least 2 MHCA meetings a year, to be held quarterly in January, April, July and October.

### Noise

1. The hirer shall not cause or permit any excessive noise or nuisance to the occupiers of adjacent rooms or properties locally.
2. Due to restrictions on our licence, all fire doors must remain closed when/if music is being played.

### Smoking

1. MHCA operates a strict non-smoking policy. The hirer must ensure that no one is permitted to smoke within the confines of the building.
2. The designated smoking area for is outside the main entrance of the building. It is kindly requested that all cigarettes butts are disposed of in ashtrays/bins provided.
3. The non-smoking policy also applies to e-cigarettes and vapes – these are not permitted to be used within the building.

### **Damages or loss**

1. MHCA will not be held responsible for any damages or loss to individuals on the day of the hire.
2. Any hirers running groups for members of the public should hold the relevant liability insurances as required.
3. Any damages to the building, breakages or loss of any equipment arising from the hire, MHCA will discuss with the hirer and recoup the costs accordingly.

### **General**

1. No alterations to the Community Centre, its fixtures, fittings or services in the nature of posters, advertisements or other such shall be affected without the consent of MHCA.
2. The health and safety of any attendees of groups run by the hirer is the responsibility of the hirer.
3. It is the responsibility of the hirer to have a record of all attendees at a session for fire/evacuation purposes.
4. Hirers are permitted to bring their own food into the building.
5. The emergency exit doors must be kept clear at all times and must not be blocked by any furniture or items associated with the hire.
6. All equipment and personal belongings should be removed at the end of the hire.
7. The room should be left as it is found unless arranged by separate agreement.
8. MHCA have 24 hour CCTV in operation in the hall, bars, entrance, corridors, patio, play area, driveway and car parking area.
9. The hirer shall comply with any directions given in relation to the use of the premises.
10. MHCA reserves the right to carry out planned evacuations, fire alarm and emergency lighting tests at any time with no warning to the hirer.

### **Alcohol & beverages not associated with MHCA on the premises**

1. The hirer may not bring alcoholic drinks onto the premises for consumption.
2. If it is found that unauthorised drinks have been consumed on the premises, appropriate action will be taken and future bookings may be cancelled / refused.
3. It is the responsibility of the hirer to ensure their guests adhere to these rules.

### **Identification**

1. MHCA abide by the UK licensing laws and alcohol can only be sold to persons 18 years or older.
2. The hirer shall not encourage or permit underage drinking and shall co-operate with the MHCA to ensure that those underage are not sold, or receive, intoxicating drinks.