



Venue Hire for Children's Parties & Baby Showers – Definitions & Interpretations

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

Terms & Conditions

1. Hire charge includes the use of tables and chairs.
2. The hire charge is payable at the time of booking.
3. Access can usually be from 9am, to be confirmed at the time of booking.
4. On a Saturday, the hire must end and the hall be vacated by 4.30pm.
5. Sunday hires must end and the hall be vacated by 6pm.
6. Hire does not include use of the kitchen. This can, however, be added to the booking (subject to availability).
7. MHCA reserves the right to cancel any hiring not less than 28 days before commencement and will provide the hirer with a full refund.
8. If the hirer cancels the booking more than 48 hours before the function, a full refund will be given. Cancellations must be confirmed in writing to info@moretonhallcommunitycentre.co.uk
9. If the hirer cancels the booking less than 48 hours prior to the event date, 50% of the hire fee will be refunded only.

Security Deposit

1. No deposit is required for daytime bookings – the date is secured with full payment up front.
2. If damages are incurred during the hire, the hirer will be contacted or a meeting between MHCA and the hirer will be instigated and an agreement will be reached.

Alcohol & beverages not associated with MHCA on the premises

1. The hirer may not bring alcoholic drinks onto the premises for consumption.
2. Drinks (alcoholic and non-alcoholic) for adults can be purchased from the club bar during opening hours or can be pre-ordered if required.
3. It is the responsibility of the hirer to ensure their guests adhere to these rules.
4. The hirer can provide squash or juice for the children in attendance.
5. A tea trolley is available - hot water in a large water boiler with mugs and teaspoons.
 - a. The hirer provides tea, coffee, milk and sugar.
 - b. The hirer does not need to wash up after, just leave the dirty cups on the trolley.
 - c. The tea trolley costs £20 and must be booked in advance although it can be added to the booking at a later date.

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.

Noise

1. The hirer shall not cause or permit any excessive noise or nuisance to the occupiers of adjacent properties.
2. Due to restrictions on our licence, all fire doors must remain closed when 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 function.
2. Any third party suppliers such as those providing bouncy castles, soft play equipment etc must be covered by relevant insurance.
3. MHCA will not be held responsible for any injury or harm sustained whilst using third party equipment.
4. You are free to decorate the hall but we ask that you use blu-tack only. If you use any fixings that cause any damage to the walls, it will result in you being charged for any repairs.
5. Any damages to the fabric of the building, breakages or loss of any equipment arising from the function, MHCA will discuss with the hirer and recoup the costs accordingly.

General

1. No alterations to the club, its fixtures, fittings or services in the nature of posters, advertisements or other such shall be affected without the consent of MHCA.
2. Hirers are permitted to bring their own food into the hall.
3. The emergency exit doors must be kept clear at all times and must not be blocked by any furniture or items associated with the event.
4. All presents, decorations, personal items must be removed at the end of the hire.
5. The hall should be left as found, chairs stacked in 8s and returned to the store cupboard.
6. Brooms, dustpan and brush and black sacks can be found in the cupboard and kitchen.
7. All rubbish should be removed from the hall - the bins are situated behind the fence on the driveway.
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.