



## Venue Hire for Events – Definitions & Interpretations

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

### Terms & Conditions

1. Hire charge includes the bar and bar staff, tables and chairs and a clean-up fee, so hirer's set up the hall as required but at the end of the night do not need to put the tables and chairs away.
2. Final balance payments must be made no later than 14 days before the hire date.
3. Hire does not include use of the kitchen. This can, however, be added to the booking.
4. MHCA reserves the right to cancel any hiring not less than 28 days before commencement and will provide the hirer with a full refund.
5. If the hirer cancels the booking more than 6 weeks before the function, a full refund will be given. Cancellations must be confirmed in writing to [info@moretonhallcommunitycentre.co.uk](mailto:info@moretonhallcommunitycentre.co.uk)
6. If the hirer cancels the booking less than 6 weeks before the function, 100% of the hire charge will be refunded only.
7. If the hirer cancels the booking 48 hours prior to the event date, 50% of the hire charge will be refunded only.

### Security Deposit

1. Event hirings require a deposit of £100 upon booking. This is in addition to the hire charge and secures the booking but then becomes a security deposit in case there is any damage to the hall.
2. The security deposit will be returned between the week after the function if MHCA are satisfied with the condition of the venue.
3. If damages are incurred, the hirer will be contacted or a meeting between MHCA and the hirer will be instigated and the deposit held with MHCA until an agreement is reached.

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

1. The hirer may not bring drinks (alcoholic or non-alcoholic) onto the premises for consumption.
2. If it is found that unauthorised drinks have been consumed on the premises, appropriate charges will be deducted from the security deposit.
3. It is the responsibility of the hirer to ensure their guests adhere to these rules.

### 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.
3. MHCA reserve the right to refuse the hirers' entertainment choice.
4. The disco / entertainment must set up between the two single fire doors or in the far corner away from the fire doors on the driveway.
5. The function room fire exit doors must not be opened except in an emergency.

## **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 an event 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 night of the function. The hirer is responsible for the actions / behaviours of their guests.
2. 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 losing some or all the deposit.
3. 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 through the security deposit or other means, if the damages exceed the security deposit.

## **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.

## **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 disco/entertainment must set up between the two single fire doors or in the far corner away from the fire doors on the driveway.
4. The bar will close at 11.30pm
5. The disco/entertainment must finish at 11.40pm when the lights will be turned on. The disco should be encouraged to pack up and leave promptly.
6. Guests should leave by midnight.
7. DJs / entertainers must not use dry ice / smoke machines in the building as these will set the fire alarms off.
8. 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.
9. All presents, decorations, personal items must be removed at the end of the hire.
10. MHCA have 24 hour CCTV in operation in the hall, bars, entrance, corridors, patio, play area, driveway and car parking area. Covering or obstructing any of these cameras is strictly prohibited, any items found to be covering or obstructing the cameras will be removed.
11. An authorised representative of MHCA will be present in the building at all times and the hirer shall comply with any directions given in relation to the use of the club.