

THE MALTINGS WIRKSWORTH: BOOKING INFORMATION

(to be read in conjunction with the full Terms & Conditions on display in the lobby, online at www.wirksworthteamministry.co.uk, or available on request from the Team Office)

BOOKINGS may be made through the Team Office using the form attached. Repeat bookings may be arranged by telephone/email, subject to the same terms & conditions.

CHARGES: Hire of the main hall is £12 per hour; kitchen usage is £5 per session for preparation of drinks or £20 per session for drinks & catering (*including set-up and clearing time in all cases*). A non-returnable deposit of £20 is payable for a one-off event.

INVOICING is normally on a monthly basis.

CANCELLATION: Hirer's notice of cancellation must be given **at least one week in advance** otherwise the full charge will be due. The Maltings reserves the right to cancel your booking in the circumstances set out in the full Terms & Conditions, in which case no charge will be made but no liability accepted for any consequential loss.

FACILITIES and EQUIPMENT: Maximum Capacity for the hall is 200. 11 rectangular and 8 round tables plus 120 chairs are available on the premises and block staging courtesy of Wirksworth Community Choir. Any equipment brought onto the premises is entirely at the hirer's own risk and must comply with health and safety requirements; electrical equipment more than 12 months old must be PAT tested. Additional heating appliances, lasers, strobe lights, smoke, fogging, snow or bubble machines are not allowed, nor any naked flames (including candles), highly flammable liquids or combustible materials.

LICENSING: The Maltings does not hold a liquor licence; anyone intending to supply alcohol must do so under the authority of a **Temporary Event Notice (TEN)**, a stamped copy of which must be lodged with the Team Office **one week prior to the event**. Hirers are responsible for obtaining any necessary permissions for the playing of live or recorded copyright music; films are subject to similar conditions and may be shown solely on a not-for-profit basis.

USE: The premises must be used only as described on the booking form and not for any indecent or illegal purpose; sub-hiring is not allowed. Hirers must comply with **licensing, health & safety, safeguarding & fire regulations**, carry out an appropriate **risk assessment** and check the position and operation of **fire extinguishers** and **exits**. They are responsible for security, the safety and behaviour of others using the premises and for any loss or damage resulting from their use of the premises. Hirers must familiarise themselves with and abide by the Derby Diocese Safeguarding Procedures & Practice Guidance (<https://derby.anglican.org/en/about-us/safeguarding-information-menu/procedures.html>) ; Anyone conducting regular "regulated activities" (as defined for Disclosure and Barring purposes) should have their own Safeguarding procedures in place.

The hirer is responsible for **opening and securing** the premises and will be given the number for the key safe outside which must not in any circumstances be disclosed to anyone else without obtaining prior consent from the Team Office. Lights can be found to the left of both the main door and in the main hall.

Heating is controlled using a thermostat situated on the left-hand wall in the main hall - adjust as required on entry. Decorations should be affixed only where possible without damage to walls or paintwork and well away from light fittings/heaters; **a charge will be made for any damage.**

The premises must be **locked** whenever vacated; hirers must be present in person at any time whilst the premises are open, or in their stead (a) suitable named person(s) aged over 18 who has been adequately briefed in accordance with the terms and conditions.

Fire exits must be left unlocked & unobstructed at all times & users made aware of their positions. No birds or animals (other than guide dogs) are allowed without special permission.

Smoking is not permitted in the building. Please avoid congregating on St Mary's Gate or obstructing the roads/pavements and keep noise within acceptable levels.

Music/alcohol sales must cease at 11pm and all users must leave the premises by 11.30pm.

The Hall must be left in a clean and tidy condition (cleaning equipment/materials are kept in the store cupboard in the toilets) furniture returned to the original positions (chairs and tables replaced in the trolleys), decorations and personal items removed. All **recycling & rubbish** (other than hand towels) must be removed from the premises. On **exit**, return the heating to zero degrees, turn lights off (emergency lighting will remain on), close internal doors and secure external doors; please leave the premises quietly and with due consideration for our neighbours.

The key must be returned to the safe and the numbers on the lock tumbled.

ACCIDENTS/EMERGENCIES In case of emergency summon the appropriate emergency services **and** contact the Team Rector on 01629 823092. A First Aid Box is available in the entrance hall. A Report Sheet must be completed for any incidents or accidents, and a note made in the Faults book in respect of any damage or faulty equipment; safeguarding concerns should be dealt with in accordance with the flowchart: all these can be found in the Lobby.

STORAGE: Equipment must not be stored on the premises without express permission and the Committee accepts no responsibility for any loss or damage to it or arising from it, however caused. Any unauthorised items left on the premises may be disposed of at the discretion of the Management Committee and fees charged as appropriate for storage/disposal.

THANK YOU - THE MALTINGS STEERING GROUP HOPES YOUR EVENT WILL BE A SUCCESS.

IN CASE OF ANY QUERY PLEASE CONTACT THE TEAM OFFICE:

Wirksworth Team Ministry, The Maltings, St Mary's Gate, Wirksworth, Derbyshire DE4 4DQ

Tel: 01629 824707 email: teamoffice@wirksworthteamministry.co.uk

Open Monday – Thursday: 9.30am - 2.30pm.