

## Terms and Conditions of Hire

1. The Hirer must be 18 or over, as must their substitute who will be in attendance during the hire period on behalf of the Hirer.
2. The Hirer agrees to pay the room hire rate in force for the calendar year that the booked session(s)/event takes place. The hire period must include any setting up, the activity, clearing up and cleaning time. If your event booking is the last booking of the day you must wet mop the floor and your finish time will be extended by 30 minutes at no charge to allow you to do this. Any booking time alterations must be confirmed with the hut admin team at by email to [mickleoverhut@gmail.com](mailto:mickleoverhut@gmail.com) . Unauthorised use of the hall before or after the hire period will be charged.
3. Cancellation of a booking must be made by email to [mickleoverhut@gmail.com](mailto:mickleoverhut@gmail.com). If you cancel the booking no later than 15 days before the booked date, you will be refunded 90% of the invoice value. This is reduced to 50% for cancellations between 8 and 14 days, and there is no refund if less than 8 days. However, if there are extenuating circumstances e.g. illness, circumstances out of your control, or unforeseen situations, then the trustees will consider waiving the charge for a late cancellation.
4. If you have booked for a single or group of events, you will be emailed an invoice. This must be paid in full within 24 hours of date of invoice for your booking to be confirmed, otherwise it will be deleted. Hirers of recurring sessions will be invoiced at the end of each calendar month, and payment must be made within 14 days of the invoice date, otherwise the trustees reserve the right to cancel one or more future recurring bookings. Should a Hirer repeatedly contravene the Terms and Conditions of Hire, then the Committee reserves the right to cancel the Hirers booking for a single event or recurring sessions.
5. The Hirer agrees to leave the premises including the room/s hired, the toilets and passages free of litter and refuse and to put all waste into the large mixed-waste bin that is located outside near the rear of the building on the right-hand side.
6. Any tables or chairs required are to be set up, cleaned and stowed away by the Hirer at the end of the Event and returned to their original location.
7. All mess and spillages that have occurred during the event/session must be cleaned up, to ensure that the premises are in a suitable state for the next hirer. This will include the sweeping up of dirt that has been brought into the hall from outside on footwear.
8. If you are the **last event of the day**, your finish time will be extended by 30 minutes at no charge as you must wet mop the floor before you leave.
9. No powder, chalk or similar substance should be put on the floor under any circumstances.
10. All Emergency Exits and doors, inside and outside the building, must be kept clear at all times. This must be adhered to in accordance with Fire Regulations. The Exit Gate in the compound fence is only accessible via the emergency exit door in the kitchen annex.

11. At the end of the event/session the heating and cooling air conditioning units and any supplementary heaters must be turned off. Any windows opened must be closed and all lights turned off. If nobody else is using the premises when leaving then the parking chains must be refitted.
12. The last Hirer of the day must ensure all emergency doors are secure, lights turned off, windows closed, and the latch dropped on the entrance door when leaving.
13. The Hirers agree to be considerate of the residents in the vicinity of Mickleover Hut and avoid wherever practical making excessive noise or parking nuisance.
14. Storage of Hirer's equipment is strictly limited and only with specific permission from the trustees. Any items stored are at the Hirers own risk. Any electrical item/s used by the Hirer in the Hut must have evidence of a PAT Test at least every two years.
15. Hirers are responsible for their own Insurance to cover the event/session and any equipment used or stored.
16. Hirers will be held responsible for any damage caused during their period of hire. Care must be taken to avoid inadvertently setting off the fire alarms as a charge to the Hirer may result.
17. Maximum capacity for the Main Hall is 100 for dances and 120 for seated events.
18. The Hall is Licensed only for food and drink provided by the Hirer and must not be re-sold. Underage drinking of alcohol on the premises is strictly forbidden.
19. The Hirer is solely responsible for the wellbeing and safety of their staff and attendees during the event/session under the terms of the agreement and with the understanding that other Hirers may be using the premises at the same time. Children in attendance must be accompanied by at least one adult at all times.
20. Provisions for first aid is the sole responsibility of the Hirer. Mickleover Hut takes no responsibility for first aid during any period of hire.
21. Should the attendance of emergency services be required, the Hirer is responsible for ensuring the presence of a member of the hut volunteering team or caretaker when the need arises and any charges so incurred will be the sole responsibility of the Hirer.
22. The Hirer agrees to indemnify Mickleover Hut for all loss and damage and personal injury arising from and during use by the Hirer howsoever caused, including damage to music equipment caused by the sound limiter cutting off the power.
23. The person accepting these Conditions shall be the person responsible for such indemnity provided for in paragraph 21 above and both in his/her personal capacity and on behalf of the organisation he/she represents.

24. In the event that Mickleover Hut is unable to provide the room booked under this agreement because of circumstances outside of its control (e.g. flooding, fire, interruption of power supply or heating failure) the trustees reserves the right either to offer an alternative booking, or cancel and refund all monies paid under this agreement. The Hirer acknowledges that Mickleover Hut will not be responsible for any losses financial or otherwise which the Hirer may suffer as a result of cancellation in accordance with this clause.

25. The following items are not permitted for use in any of Mickleover Hut's rooms or grounds.

- Party Poppers/cannons/crazy foam/confetti
- Bottled Gas
- Any flamed equipment including candles of any size
- Any liquids or powders that could result in staining or dyeing.
- Bouncy Castles

26. The Hirer shall be liable for any energy and cleaning costs that result from the Hirer's failure to comply with these Conditions.