Moulton Chapel Community Centre

Terms and Conditions of Use

By confirming your booking you acknowledge that you have read, understood and agree to the terms and conditions below and that you are entering into a contract that could be used in evidence should legal action become necessary. If there is anything you are unsure of please contact a committee member for clarification.

"Us" and "We" and "MCCC" means Moulton Chapel Community Centre as operated by its Trustees and Officers.

The "hirer" or "you" is the person named on the booking form or the organisation they represent.

The "premises" means Moulton Chapel Community Centre, the car park and playing field.

1 You hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2 Age – the hirer must be 18 years of age or above.

The Management Committee reserve the right to refuse reservations without reason, cancel or curtail lettings and to apply special conditions if deemed necessary.

3 The **hirer** shall indemnify the committee for the cost of repairs or any damage done to any part of the property during or as a result of the hiring.

The hirer must be on the premises for the duration of the hours confirmed in the booking and will guarantee that there is adequate supervision of the facility during the hire period.

MCCC expects its hirers and those accompanying them to act in a polite and respectful manner. Any violence or abuse of any king, in person or in any form of communication, directed at MCCC's Trustes, Officers, Volunteers or Contractors or other hirers will not be tolerated and will result in cancellation of present or future bookings, the retention by MCCC of any deposit held, and such other legal redress as may be available to MCCC.

The hirer is responsible for the care of the premises by the event participants during the hire period, which includes the Community Centre, Car Park and Playing Field, if applicable, and the behaviour of all event participants.

All damages must be paid for.

4 No responsibility is accepted by the committee for any loss or damage to personal property while on the hall premises or land.

5 The **hirer** must not sub-let the premises or cause them to be used for any unlawful purpose, nor do anything or bring on to the premises anything which may endanger the same or any insurance policies thereof.

6 The hall is not licenced for Gaming, Betting or Lotteries. The Hirer must ensure that their event does not contravene any law relating to this.

7 Any accident which involves an attendee at your event must be entered into the Accident Book which is located in the First Aid cupboard within the kitchen.

8 All electrical equipment that is brought on to the premises must be PAT tested.

9 A deposit is required to secure all bookings. £10 for a booking of up to 6 hours and £25 thereafter. Both are non-refundable.

10 Any booking period must include time for setting up and clearing/cleaning the premises. Please ensure that any outside caterers and contractors are aware of the hire period

11 There is a key box located on the right hand side of the building as you look at the main doors. You will be notified of the code 48 hours prior to the event but only if the booking invoice has been paid in full. The code to the key box is changed regularly.

Regular hirers will be notified of the key box code when it is changed.

12 There is no Wifi on the premises

13 **CAR PARK AND PARKING** - Per the notices, the Car Park is used at your own risk. Moulton Chapel Community Centre accepts no responsibility for loss or damage.

The hirer is responsible for ensuring vehicles are parked in the car park and playing field to avoid obstruction of the roadway. **VEHICLES MUST NOT BE PARKED ON THE ROADWAY**. If you are expecting a large number of vehicles please ensure that the playing field gates are opened so vehicles can be parked to the rear of the premises. These gates must be closed after use.

14 Smoking/Vaping is prohibited on the premises. A receptacle is provided for used cigarettes outside the building

15 No fireworks are allowed to be used within or outside the premises.

16 No portable heaters are allowed to be brought onto the premises. The controls on the individual radiators must not be altered.

17 No animals are allowed on the premises other than guide or service dogs.

18 For events of 100 people or less one of the internal, centre doors must remain open at all times.

19 For events of over 100 people both internal, centre doors must remain open at all times

20 The fire exit doors to the field at the rear can be left open if the hall becomes too warm

21 The front external doors to the hall must be unlocked but kept closed at all times.

22 As the hall is located in a built up, residential area we ask that you respect the neighbours and keep the noise to a minimum when you leave the premises.

23 Please ensure that music has stopped by 11.15pm

24 The premises must be vacated, including the car park and playing field, by 11.45pm

25 Please do not have any form of smoke ie. from a disco as this causes the fire alarms to be activated.

26 Decorations can be used but any damage caused by said decorations will be the responsibility of the hirer and any resulting costs will be charged. Nails and screws are prohibited.

27 If the stage is used, it must be replaced exactly as it has been found. There is a photograph located on the back of the storage cupboard to show how it should be stacked.

28 The chairs which are stacked along the back wall of the hall (of which there are 40), should be replaced there at the end of your event. These are stacked 5 high. Please ensure that the same types of chairs are stacked together.

29 There are extra chairs and tables in the cupboard for your use but please check the photo/plan of the cupboard provided to ensure everything is replaced correctly

30 The hall must be empty and cleaned prior to the end of the hire period and left in the condition it is in at the start of the booking. Should the cleaning not be done, this will be charged for.

31 All waste bins must be emptied (including the ones located in the WC's and disabled/baby changing WC). All waste must be bagged taken away by the hirer.

32 The hirer should ensure that the hall is left as it was found ie. windows closed, doors locked, lights switched off and keys returned to the key box located on the right hand side of the building as you look at the main doors.

33 Should any entertainment equipment be used (for instance but not limited to a bouncy castle) no responsibility is accepted by the committee for any loss, damage or injury. If you hire any entertainment equipment please ensure the provider has the appropriate insurance

34 The use of INFLATABLES located either in the hall or on the playing field to the rear of the building must be with prior approval of the Committee. You will not be allowed to use a Bouncy Castle without this approval. See list of preferred suppliers located within the website.

35 The hirer must ensure that all the necessary licences have been obtained for the sale of alcohol and the performance of regulated entertainment.

We hold the relevant licence under Performing Rights Society (PRS) for the performance of copyright music to be played at private and not for profit functions. It is your responsibility to check whether you require an Phonographic Performance Limited (PPL) licence for your event.

36 If alcohol is to be sold during your event, either by yourself or a licenced provider, a Temporary Events Licence must be obtained from South Holland District Council. It is your responsibility to obtain a copy of this licence from your bar provider. Your event will not be permitted to go ahead until a copy of this licence has been approved by a member of the Committee.

37 Maximum occupancy of the hall

120 Audience Style (without dance floor)
100 with dance floor

Cancellation Policy

A £10 or £25 deposit (depending on the length of your booking) is required to secure your booking. Until this deposit is received your reservation is not confirmed and the date/time can be offered to others. This deposit is non refundable. Cancellation must be in writing to the following email address: moultonchapelbooking@gmail.com

The balance (the remaining hire cost) must be paid **at least 14 days** prior to the date of your event or at time of booking if your event is less than 14 days in the future. If the balance of the hire fee is not received by the due date the Committee reserve the right to reallocate the date/time to another hirer.

The Committee reserve the right to cancel a booking by written notice in the following circumstances:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

- The Committee consider that:

    - Such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements.
    - Unlawful or unsuitable activities will take place at the premises as a result of the hiring
    - The premises becoming unfit for the use intended by the hirer or unscheduled emergency repairs or refurbishment.
    - An emergency requiring use of the premises as a shelter for the victims or flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

  In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Community Centre shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

  The Committee will be as flexible as possible with regards to booking modifications.

SAFETY & FIRE EVACUATION PROCEDURE

PLEASE NOTE THAT THERE IS NO TELEPHONE IN THE HALL SO A MOBILE TELEPHONE IS REQUIRED AT ALL TIMES IN CASE OF EMERGENCY

- The named person hiring the hall is also responsible for being the fire marshal for the period of the booking. It is their responsibility to ensure all of the occupants are aware of the procedure for evacuating the hall if the need arises. We suggest this is done at the commencement of the event when guests have arrived. In the event of a need to evacuate the hall, the fire marshal will:

    a. Contact the Emergency Services and ensure that the building has been evacuated, provided it is safe to do so.
    b. Complete a roll call to ensure everyone is accounted for and
    c. Liaise with the Emergency Services

- In the event of a fire or the alarm sounding during your hiring of the hall the occupants must follow the evacuation procedure below:

    a) Identify the safest point of exit, either via the front or rear doors. Everyone should move as far away from the building as possible.
    b) Personal effects and belongings should not be collected prior to evacuating the building
    c) Ensure someone has called the emergency services (999)
    d) Assemble as far away from the building as possible. If at the front of the building move across the road and if at the rear, move to the furthest most point from the building in the field.
    e) Complete a roll call
    f) Wait for the emergency services to arrive. DO NOT ATTEMPT TO GO BACK INTO THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.

The **hirer** must note the position of fire extinguishers and fire exits. The Fire Exits must be kept clear and accessible at all times during the booking period.

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Please be aware that there are fire extinguishers at the front and rear of the hall but these are only to be used if it is safe to do so. Extinguishers are not to be used on electrical fires. There is a fire blanket provided in the kitchen.