

MOUNT PLEASANT CENTRE LTD

COMPANY REGISTRATION NO.06136043 REGISTERED CHARITY NO. 113587
REGISTERED OFFICE: 1A MOUNT PLEASANT, BRADFORD ON AVON WILTSHIRE BA15 1SJ
TEL 07843 296986

TERMS & CONDITIONS OF HIRE

1. The Mount Pleasant Centre has an online, self-service bookings system which can be accessed at - <https://hallbookingonline.com/mountpleasant/>. Full details of how to make a booking are on the website. Anyone unable to use this system should email the Bookings Contact at - contact@mountpleasantboa.org.uk or telephone 07843 296986.
2. Initial or single bookings require a copy of Public Liability Insurance to be uploaded with the booking (Public Liability Insurance cover would normally be included in an individuals House Insurance Policy). Follow on bookings should include a note that Public Liability Insurance has been submitted previously.
3. All bookings are provisional until approved by the Administrator, usually by email within 7 days.
4. Hirers should note that the **hire period booked must not be exceed either before or after**. A maximum of 15 minutes is generally allowed for session changeover. if the agreed time is exceeded or if non booked facilities are used, these extra costs will be invoiced after the event (extra times to be per half hour).
5. For a long-term booking an Invoice will be sent by email at the end of each calendar month, and payment should be made in accordance with the instructions on the invoice. Preferred method of payment is BACS (HSBC Bank, sort code 40 13 17 account number 41458132) .
6. Cash or cheques payments are subject to £1.50 surcharge. Cheques to be made out to The Mount Pleasant Centre Limited and sent to: The Mount Pleasant Centre Limited, 1a Mount Pleasant Bradford on Avon, Wiltshire BA15 1SJ, marked for the attention of The Treasurer.
7. When a long-term booking is made full payment must be made even if the room is not used unless 7 days prior notice is given of non-usage. In exceptional circumstances the committee may waive this charge if an application is made by email or in writing.
8. Single bookings will be invoiced on receipt of the booking and payment must be received before the start of the event.
9. The hiring rate is £16.00 per room per hour and £8.00 per hour for room 2 (from 1st Jan 2026), when used in conjunction with either / both rooms 1 and 3. If additional room(s) are used when not booked then this will be invoiced accordingly.
10. For hirers using Room 2 it may be necessary to venture outside to re-enter the building for use of the toilet facilities if both Rooms 1 & 3 are also in use. Access to toilet facilities is available at both ends of the premises.
11. Any hired room should be left tidy with all furniture in place. No furniture should be left where it will block a fire exit or restrict any disabled vehicular access. Any cutlery, crockery, glasses etc. used from the Room 2 bar/kitchen must be washed, dried and put away.

12. All rubbish, including bottles, cans and cardboard containers, must be removed from the Centre on completion of a hire. Users may only place small amounts of rubbish in the bin provided in Room 2. Users may not use the external rubbish bins of the Club to dispose of any refuse which must be taken off site.
13. No smoke generators are to be used on the premises (for dances or discos)
14. The Centre is in a residential area and external noise, particularly late in the evening, must be kept to a minimum. Children attending events during any hiring should be supervised at all times both inside the Centre building and outside within the Centre car park.
15. Users of Rooms 1 and 3 must close the internal door linking the rooms to the corridor (Room 1) or Room 2 (Room 3) to help reduce disturbance caused by noise passing between the two main rooms. Users of Room 2 (middle room) cannot be fully insulated from noise, particularly from Room 3, and should therefore consider the activity booked for other rooms (e.g. dance, music, drama etc.) before booking.
16. The responsibility for damage occurring during any hiring period remains with the main hirer.
17. Alcohol may be consumed on the premises, but no payment can be charged or received unless this service is provided by the Centre, if and when offered under the necessary Premises Licence as part of the hiring condition. Alternatively, if this service is not available and alcohol is provided by the Hirer(s) along with all glasses used is at the sole risk and responsibility of the Hirer(s). This relates to any glass breakage or damage caused by spillage etc. It would also be the duty of the Hirer(s) to have proper adult supervision and remain with the statutory law requirements.
18. **Parking on site is controlled by two ANPR cameras operated by an independent parking company.** All vehicles entering / leaving the premises are recorded and if the registration number of the vehicle has not been entered into the keypad (located in room 2) the owner of the vehicle will receive a parking charge of £100. **It is the responsibility of the hirer to remind all attendees / visitors to the function that if they have parked on site then they need to enter their registration into the pad.** This applies to all vehicles, regardless of how long they have been on site.

Revised December 2025