

# The Merse

## Terms and Conditions



The online booking form should be completed at least two weeks prior to your event. The premises should be left in the same condition that it was let. The W&BCI operates a '[smoke-free policy](#)' in all its premises and in the areas out-with the building. If heating is required, then the heating time clock will be set for the let and should not be touched. If there is a problem, please contact your booking contact. All our electrical equipment is regularly tested. Any portable equipment brought into our building for your personal use should be electrically safe (preferably PAT checked). Any decorations, banners, bunting etc should be put up and removed without damaging walls and paintwork.

**Indemnity:** The event organiser will be responsible for any loss, damage or claim made resulting from this let. The event organiser should check whether they have insurance cover, e.g. under their personal home insurance. If not, it is recommended that they arrange 'one-off' cover.

**Visitors:** It is the let organiser's responsibility to supervise and control all persons present within the Premises and their exit and entry to and from the Premises, and ensure the provision of an adequate number of attendants or supervisors to ensure compliance with these Terms and Conditions, the safety of all persons present in the Premises and the immediately surrounding area and the preservation of order therein during the Time of Use. Visitors or third parties not under the auspices of the User should not be on the premises. The let organiser should not permit any dogs (with the exception of guide dogs) or other animals to enter any part of the Premises during the Time of Use unless with the permission of W&BCI.

**Care of The Merse:** We would request that users:

a) take precautions to prevent any damage to any part of the Premises and to make good any damage caused to the Premises or surrounding property through their use of the Premises

- b) report any accidental damage as soon as possible after the event
- c) do not display any advertisements, posters, signs etc without the prior written consent of The Merse team.

**Heating:** Every effort will be made to meet the needs of groups so that the building is at a suitable temperature. If, at any time, you find the hall too hot for your purposes, or if the heating has not come on, then the only button on the time clock you are permitted to touch is the one identified with the word ADVANCE. It is essential that, under no circumstances, should you or any member of your group interfere, in any other way, with the time clock which regulates the heating. If there is a problem, advise your booking contact. If your group, by virtue of its activities or users, requires heating over the winter months, which is beyond what is provided, it will be necessary to impose an additional charge to cover this extra cost. In such circumstances, please discuss this with W&BCI.

**Small electrical equipment:** All our electrical equipment is regularly tested. Any portable equipment brought into our building for your personal use should be electrically safe (preferably PAT checked).

**Cleanliness:** The Merse is currently cleaned once a week. It is therefore a condition of let that all hall users tidy up when they have finished their session and leave the hall in a presentable condition. As a community venue we rely on the shared care and responsibility of the building so please leave everything as you would wish to find it. Any furniture or equipment that is moved must be returned to its original position.