

Terms and Conditions of Hall Hire

1. Bookings

1.1 General

- 1.1.1 Users may book the Main Hall, Conference Room, Computer Suite and Kitchen, either separately or together as part of one booking.
- 1.1.2 The Management Committee of the Multi-Cultural Community Centre reserves the right to refuse any booking, cancel any booking and impose further conditions considered necessary if we find your booking to be in breach of the Centres aims and activities.
- 1.1.3 All preparation time, as well as time allowed for clearing up after the booking, must be booked as part of the letting.
- 1.1.4 The premises must only be used for the purpose stated on the booking form. The Centre's Management must agree in advance to any change of use.
- 1.1.5 Due to Health and Safety regulations, no more than 250 people are to use the premises at any time.
- 1.1.6 The hirer, or their named representative, must be present throughout the booking and take all reasonable steps to ensure that the rules listed here are followed and the premises are vacated in an orderly manner at the end of the booking.
- 1.1.7 It is the hirer's responsibility to ensure that proper control is exercised over those attending and that noise from the premises is kept to a reasonable level, so that local residents are not disturbed.
- 1.1.8 It is recommended that doors and windows are kept closed at all times and that a responsible person is assigned to monitor the noise at intervals from the exterior of the Centre.
- 1.1.9 **The use of fireworks in and around the premises is strictly prohibited.**
- 1.1.10 **No alcohol is to be sold on the premises.**
- 1.1.11 **There must be no smoking in the premises.**
- 1.1.12 The use of calor gas is strictly prohibited. All cooking must be done in the kitchen using the cooker provided.
- 1.1.13 Fixtures and fittings must not be tampered with and any breakages must be paid for. The use of nails and cello-tape
- 1.1.14 All rubbish must be removed from the premises at the end of the function. Watford Borough Council makes a charge for this service and if the hirers do not comply with this rule, £30 will be deducted from their deposit.
- 1.1.15 The Centre must be left in a clean and tidy condition. The tables and chairs stacked on the right side of the hall, no higher than 6 chairs high.
- 1.1.16 The hirer should vacate the premises at the time agreed on the booking form. If the hirer is still on the premises after the time agreed for their booking, an additional charge will be incurred. The hall must not be used later than 11.00 PM
- 1.1.17 Should the Environmental Health Officer be called out in response to complaints and a statutory noise nuisance is found to exist, the deposit of £200 will be forfeited.
- 1.1.18 All hirer must allow access to Centre staff if requested.
- 1.1.19 All facility users must treat members of staff, volunteers, trustees and other users with respect. Any facility user showing abusive behaviour towards Multi Cultural Community Centre personnel may be banned from the premises until further notice.

1.2 One Off Bookings

- 1.2.1 Provisional bookings can be held for up to **7** days pending receipt of the completed booking form and payment for the hall hire in full.
- 1.2.2 The letting charge and a £200 returnable deposit in cash must be paid in full before the booking. Part of the deposit will be retained if there is any damage or premises are left un-cleaned or rubbish is not removed. Deposit is refundable during the following hours: 9:00 a.m. – 2.00 pm, Monday to Friday.
- 1.2.3 Notice of cancellation must be given in writing.
 - If **more than 14 days** notice is given, a **10% charge** will be made.
 - If **less than 14 days** notice is given, a **20% charge** will be made.
- 1.2.4 The minimum period of hire is two hour.

1.3 Block Bookings

- 1.3.1 Block bookings constitute users who book five or more sessions a month.
- 1.3.2 A 10% discount is available to user groups who book 5-10 sessions together.
- 1.3.3 A 20% discount is available to user groups who book 10+ sessions together.
- 1.3.4 Bookings by ‘Affiliated Groups’ will be treated as Block Bookings, and a 20% available.
- 1.3.5 Notice of cancellation must be given at least 48 hours in advance for mid-week bookings, and one week in advance for weekend bookings, or the usual charges will apply.

2. Parking

- 2.1 The parking spaces available along with the centre can be used by the hirer for the time they are booking the hall.
- 2.2 Please note that match day parking is in force during the rugby and football season and the centre is in a controlled parking zone.

3. Liability

- 3.1 The Management Committee of the Multi-Cultural Community Centre cannot accept responsibility for any goods or any other property brought onto or left on the premises.
- 3.2 The Management Committee of the Multi-Cultural Community Centre will not be liable for any loss caused by cancellation.
- 3.3 The hirer shall compensate the Multi-Cultural Community Centre and its staff against any claims for injury, damage loss or expense arising from the letting, including breach of copyright and shall insure against such liability if required by the Multi-Cultural Community Centre’s Management Committee.

4. Changes to Terms & Conditions

- 4.1 The Multi Cultural Community Centre reserves the right to vary or amend all regulations. In the event of dispute the decision of the Centre’s Management shall be final.

Any hirer in breach of these terms and conditions will be liable to lose their full deposit.

Declaration

I have read and understood the Terms and Conditions of Hall Hire. I agree to follow these terms and condition for the duration of my hire of Multi Cultural Community Centre facilities.

Sign:

Name (Printed)

Date: