



Serving Watford's Communities Since 1985

70 Durban Road, Watford WD18 7DS . Ph.01923 220136 . Email: admin@mcccwatford.co.uk

Charity Reg. No: 1165012.

TERMS AND CONDITIONS OF HIRE

Booking application:

- 1) The person named on the booking form representing the organisation is fully responsible for all aspects of the hiring.
- 2) The application for one off and block bookings should be handed at least one week before the date of the hire.
- 3) A **deposit of £200 in cash** should be given together with the booking application.
- 4) The deposit will be refunded back in its full anytime after the hire if the facilities are left tidy and no damage occurred during the hire, and the rubbish are taken out of the building (and meets all the terms and conditions of hire).
- 5) All preparation time as well as time allowed for clearing up, cleaning tables, floors etc. after the function must be booked as part of the letting.
- 6) If music is played during the hire, a fee of £15.00 (for the whole event) will be charged, which goes towards the entertainment licence.

Cancellation:

- 1) For one off booking, notice of cancellation must be given at least one week in advance or the usual charges will apply.
- 2) For block booking, notice of cancellation must be given in writing at least six weeks in advance or the usual charges will apply.
- 3) The management committee of the MCCC will not be liable for any loss caused by cancellation.

Rules:

- 1) The management committee of the MCCC reserves the right to refuse any booking, cancel any booking and impose further conditions considered necessary that are in breach of the centre's aims and activities.
- 2) The premises must only be used for the purpose stated on the booking form. Any change of use must be agreed in advance by the MCCC staff.
- 3) The hirer shall compensate the MCCC 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 MCCC management committee.
- 4) The hirer or his/her named representative must be present throughout the activity 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 activity.
- 5) The management committee of the MCCC cannot accept responsibility for any goods or any other property brought onto or left on the premises.
- 6) Due to Health and Safety, no more than **250 people** are to use the premises at any time.

www.mcccwatford.co.uk

Chair: Mrs S. Chaudry . Vice Chair: Mrs S. Khan . Secretary: Mr K. Chowdhree . Treasurer: Mr A. Wahid



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- 7) The use of **fireworks** on or around the premises is strictly prohibited
- 8) **No alcohol** is to be sold on the premises, but can be served to guests. (no socialising or drinking outside the centre).
- 9) It is a **non smoking** facility
- 10) The use of **calor gas** is strictly prohibited. All cooking must take place in the kitchen using the cooker provided.
- 11) All rubbish must be taken away at the end of the activity. Watford Borough Council makes a charge for this service and if the hirers do not comply with this rule an additional **charge of £30** will apply.
- 12) The hirer must allow access to Centre staff if requested.
- 13) The hirer should vacate the premises at the time agreed on the booking form.
- 14) No booking can be later than **10.30 pm**. If the hirer is still on the premises after the time allotted for their booking an additional charge will be incurred.

Music and noise:

- 1) It is the hirers' responsibility to ensure that proper control is exercised over those attending and that the noise from the premises is kept to a reasonable level, so that local residents are not disturbed. Any **music** played, whether live or recorded must **cease by 10:00 pm** at the latest.
- 2) It is also 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.
- 3) Should the Environmental Health Officer be called out in response to complaints and a statutory noise nuisance is found to exist, the management have the right to refuse or cancel any further bookings or refund deposit.

Parking:

- 1) Please note that match day parking is in force during the rugby and football season and the centre is in a controlled parking zone
- 2) The MCCC has 5 parking bays and also has an entrance for further 5 cars to park. Those parking spaces are free of charge for hirers.

I have read and understand the terms and conditions for hiring the facilities at the MCCC.

Signed:

Name (Printed):

Date:

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