



MELLOR AND DISTRICT COMMUNITY ASSOCIATION  
THE VILLAGE HALL  
MELLOR LANE  
MELLOR  
BLACKBURN  
BB2 7FW  
REGISTERED CHARITY 510067  
WWW.MELLORVILLAGEHALL.CO.UK

## Village Hall Booking Request Form

Hirer details	Contact Details:	Tel:
		Address:
		Email:

I would like to book the. ☐ Sports Hall ☐ Balcony ☐ Meeting Room ☐ Entire Hall ☐ \* please tick against the room(s) you require\*

NOTE: Please note. Exclusive use of the kitchen & other shared services can be ensured if the entire hall is hired. **PLEASE NOTE THE FIELD MAY NOT BE BOOKED OR USED FOR MARQUEES OR GAZEBOS AS PART OF THE HIRE**

From: Date..... To: Date .....

Arrival Time :..... Departure time:

Expected number of people attending the function including caterers, waiters / waitresses etc. ....

Car parking requirements. Number of cars expected.....

\*Please note. All booking requests will go before the Hall committee meeting to be approved in the second week of the month. You will receive your confirmation / decline from the booking secretary\*

Type of event (please add separate details if insufficient space)

Our hourly rates are displayed on our notice board and are published on our website at <http://e-voice.org.uk/mellorvillagehall/>

Final payment must be made no later than 7 days before the hire date.

Please keep our bookings secretary informed if you need to change the details of your booking.

I have read and understand the MCA terms and conditions of hire and hall safety notices which are and integral part of this hire agreement. I am the hirer or I am authorised to sign on behalf of the hirer and agree that the hirer will fully comply with all terms and conditions.

Signature of hirer:	Date:
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If you would like a receipt please tick this box [ ☐ ] Receipts will be sent to the email to the address you have supplied.

**CANCELLATIONS:** The Committee reserves the right to close or withdraw the use of the facilities without on reasonable grounds these are explained in the terms and conditions. In such cases the Committee's liability shall be limited to refund of the hire charge.

A copy of our current terms and conditions is on the last page of this document or on the notice board and also available on our website.

# Village Hall Hire Conditions

1. Application for hire of the hall shall be made to the Mellor and District Community Association by completing an application form available in the hall or from the Bookings Secretary.

2. Payment for the hiring charge in part or in full must be made before confirming the hiring. In exceptional cases it may be necessary to consult the Village Hall Committee prior to confirming the booking.

3. Mellor Village Hall is a public premises and as such smoking (including e-cigarettes) is not permitted in any part of the premises, or immediate surrounding areas, at any time.

4. Users of the hall will be allocated a unique access code for the building. This code is valid during the pre-booked periods plus a short time beforehand to allow for set-up etc. The Hirer will be shown how this access system works; it is the responsibility of the Hirer to ensure that other members of their group are made aware.

5. The Hall has a burglar alarm that is activated by a code number. On leaving the Hall the Hirer is responsible for securing the building, turning off all lights and re-setting the alarm.

6. The Hirer shall not use the Hall for any purpose other than that declared on the Application Form. In particular marquees and gazebos are not allowed to be erected on the field. The number of persons present inside the building shall not at any time exceed 150, being the maximum number allowed under our licence. This figure includes any organisers and staff.

7. The Hirer shall not sub-let the premises, nor use them for any unlawful purpose, nor in any unlawful way, nor bring on to the premises nor allow use on the premises of anything that may endanger the safety of the building or users of the building.

8. In addition to the normal licensing requirements there is a restriction on the sale of alcohol and Hirers may not, without prior written agreement of the Association and granting of a Temporary Event Notice, operate a bar for the sale of alcohol. The Association will give guidance on request to any Hirer regarding this restriction.

9. The Association complies with all relevant legislation concerning Health and Safety. It has a set of Risk Assessments for the activities it undertakes. Hirers should make their own Risk Assessments for their purposes and take adequate steps to avoid or mitigate identified risks.

10. The Association has its own Child and Vulnerable Adult Safeguarding Policy, which is displayed on the hall notice board.

11. The Hirer shall be responsible for complying with the requirements of safety notices, and is responsible for the health and safety, child and vulnerable adult safeguarding of all persons connected with the booking.

12. The Association has public liability insurance and limited insurance. Hirers are advised however that they should obtain their own insurance to cover any insurable activities or equipment they may encounter during their period of

hire.

MCA will not be liable for any loss or damage to the hirers' property either during the course of the hiring period, or if items are stored on site for regular use.

13. The Association has licences for Performing Rights, and specified public entertainment. The Hirer shall be responsible for obtaining any further licences that may be needed for their purposes.

14. All electrical equipment owned by the MCA is subject to annual Portable Appliance Testing (PAT). Hirers wishing to use other electrical equipment shall be responsible for ensuring that the equipment is appropriately PAT tested. Non-PAT tested electrical equipment must not be used by Hirers.

15. During the period of the Hiring, including any time allowed for setting up or clearing away, the Hirer shall be responsible for the supervision of the premises and their contents and for the behaviour of all persons attending the function, including supervision of car parking so as to avoid obstruction of the highway or the blocking of the access for emergency vehicles. When different parts of the premises are being used by more than one group, the responsibility for the premises rests with the group last occupying the premises.

16. The Hirer shall indemnify the Association for the cost of repairing any damage, or for clearing up any mess, other than fair wear and tear, to the premises or their contents that may result from the Hiring.

1. The Association reserves the right to require a special deposit against the possibility of such damage. It is the duty of the Hirer to report damage as soon as possible to the Bookings Secretary.

17. The noise level produced by amplifiers or other equipment shall not cause nuisance to the occupants of adjacent property. In particular, unless otherwise agreed the noise level after 9 pm shall be such that it is not audible in the adjacent houses with their doors and windows closed.

18. The use of outdoor sound systems, barbecues, and fireworks is not permitted.

19. The function for which the Hall has been hired shall terminate promptly at the time stated on the Booking Form (although reasonable time shall be allowed for clearing away) and in no case shall exceed the permitted hours shown on our Premises Licence, which is displayed on our notice board. The Hirer shall take all reasonable steps to ensure that persons attending the function leave the premises quickly and without causing annoyance to the occupants of the surrounding houses.

(a) At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Unless otherwise directed, all heating, lighting and power should be turned off, the doors properly locked and secured, and the alarm set. The Main Hall floor must be swept at the end of each use.

(b) The Association reserves the right to require payment from hirers to cover the cost of cleaning where this is not done.

20. Furniture and other equipment shall be replaced at the conclusion of the hiring as it was found. Crockery and other catering equipment shall be

washed and returned to storage before vacating the premises.

All food to be removed from the premises.

21. Users are encouraged to separate their waste and use the colour coded bins outside for their waste if practical. Otherwise all waste should be placed in the bins provided inside the Hall (bagged as necessary). Rubbish must not be left in loose bags outside.

22. Equipment belonging to or loaned to the Hirer shall not be left in the Hall prior to, or after, the period of hire. Surplus goods from jumble sales or similar events shall be removed from the premises at the conclusion of the hiring.

1. The Association reserves the right to require payment from hirers to cover the cost of storage, and/or removal and disposal of such items left beyond the period of hire.

23. If you wish to cancel your booking and the booking Secretary is unable to find a replacement booking, the question of the payment or the repayment of the hire charges shall be at the discretion of the Village Hall Committee.

The Village Hall Committee reserve the right to cancel a booking by written notice to the hirer (as specified in the booking request form), if the hall is required for the use as a polling station for a parliamentary or local government election / by-election / referendum, or if they reasonably consider that:

(a) The hiring may lead to a breach of the licensing conditions or other legal requirement.

(b) That unlawful or unsuitable activities will take place in the hall as a result of the hiring.

(c) The hall has become unfit for the use intended for the hirer.

(d) The hire is or may be in breach of the Village Hall Charter. (add link or location to Charter).

24. If the Hirer cancels or fails to take up a confirmed hiring the Association reserve the right to demand full payment of the hiring charge. This right will not be exercised if notice of cancellation is received not later than four weeks before the date of the function.

25. The responsibility for kitchen hygiene and complying with food hygiene regulations lies with the Hirer.

26. All comments regarding the state of the Hall should be directed in the first instance to the Bookings Secretary.

27. Signing the Application form is an acknowledgement that you accept these conditions. Where the Hirer is in doubt as to the meaning of any of the conditions further explanation should be requested before signing the Application Form.

NB. These Conditions of Hire supersede all previous editions which should now be disposed of. Any informal arrangements previously entered into will no longer be operable where such arrangements fall outside these conditions.