

# **St. Matthias Community Centre Terms and Conditions of Hall Hire**

## **Booking Information**

By completing this form you are confirming that you wish to go ahead with the booking. You also agree to abide by our terms and conditions. If you are unsure of how to complete the form please read the following notes or contact the centre.

## **Details**

The details you provide us with will be treated as confidential and will not be shared with third parties.

## **Dates and Times**

Please ensure the dates and times entered have been previously agreed with the centre before returning this form. The access time indicates the earliest anyone from your team will arrive on site (including setting up) the event time indicate when the actual event will begin.

## **Hall Hire and ground hire**

When you hire St Matthias hall the outside grounds come as a package if you do use the outside we will like you to clean it or you will get charged for cleaning.

## **Furniture Hire**

We have standard chairs and tables which are included with the hall hire and is the hirers responsibility to set up and put away correctly. We do not permit any outside organisations for decorations. This is to ensure that no damage is done to the property while setting up. The management will notify you of the companies that we allow.

## **Catering**

Catering for the event will be the choice of the hirer.

## **Additional Requirements**

Please notify management if you have any additional requirements for your booking. Management will try to accommodate what it is you would like to do.

## **Damage Deposit**

The £300 deposit paid will cover the hire of the hall and also any damage to the property as well as any decorations hired. The management reserves the right to hold on to the deposit if there is any damage to the property, decorations or in exceptional circumstances cleaning. The management has the right to bill the hirer for any additional costs if this exceeds the £300 deposit. The deposit will be refunded 7 days after the event.

# Terms and Conditions of Hire

## Definitions

The centre means St.Matthias Community Centre including the grounds outside and any equipment belonging to the centre.

## The Management

The management means the centre manager including any member of the centre staff authorised to perform any particular duty.

## The Hirer

The hirer means the person or body making an application for the use of the centre.

## Hire

Hire means the use of the premises for any purpose.

## Conditions of Hire

All applicants for the hiring of St.Matthias Community Centre must be made to the centre manager. No booking will be accepted until a complete application and an agreed deposit has been received. The cost of any repair or any additional cleaning resulting from the booking will be assessed by the manager and charged to the hirer. Additional facilities and services (removal of excess refuse) will be provided for and charged at the discretion of the manager.

## Payment Policy

The hirer shall pay in respect of the hire such fee as described by the centre in accordance with the "scale of charge". A £300 deposit will be required to confirm the booking. Upon confirmation of the booking full payment is required within 30 days of the date of event.

## Costing

Deposit: £300 (This will also cover the decorations deposit)

12-12 Midnight £1200.

Cleaning: £100.

Caretaking:£10 per hour

Set up: Negotiable

## Cancellation

The centre reserves the right to cancel any hiring at any time prior to its commencement with a refund of any fee paid by the hire but not be liable for the payment of any other allowance or compensation arising from the cancellation. It is recommended that the hirer takes out their own cancellation insurance to cover this eventuality. Any cancellation by the hirer made at least 90 days before the hire date shall qualify for a full refund. Should a cancellation be made by the hirer less than 90 days before the hire date but at least 30 days before the hire date the hirer will qualify for a 50% refund and will still be liable for

50% of the total amount. Any cancellation made by the hirer less than 30 days before the hire date shall not qualify for any refund.

### **Indemnity**

The board of directors of St. Matthias Community Centre and centre manager or colleagues shall not be responsible, in any circumstances, for the loss, theft, damage, or removal of any property bought or left by any person in the premises. The hirer shall indemnify the board, centre manager or colleagues of any claims, demands, action and proceeding in respect of any such loss. Theft or removal of any loss sustained by any person in consequence of such damage, theft or removal.

### **Maximum Number of Users**

The hirer shall ensure that the maximum number of people attending or booking in the premises does not exceed the maximum numbers allowed for and as indicated on the booking/application form. The manager or his/her representatives shall be entitled to refuse admittance or remove from the premises any person in excess of the maximum number permitted. A maximum number of **one hundred and eighty (180) people permitted** to use the hall at any time including children.

### **Facilities**

When hiring the hall, the hirer will have access to the Kitchen and Bar area as part of the package. Please note this is self service. It is the hirers responsibility to ensure that the bar is left clean and tidy.

### **Catering**

The hirer can bring his/her own caterers if they wish or we can recommend caterers who have used our centre before. It is the hirers responsibility to ensure that the kitchen is left clean and tidy.

### **Animals**

No animals are permitted inside the main building unless the authority of the manager has been previously obtained.

### **Safety**

The hirer shall be responsible for ensuring the safety of all persons using the premises for the duration of the hiring. This may involve the hiring of suitable and qualified attendance and obtaining such insurance as is necessary. This insurance should provide cover of the hirer and indemnity of the centre against all third party claims resulting from actions made by the hirer or persons using the premises as a result of the booking. It is also the responsibility of the hirer that only the bona-fide guest or members of his organization are attending for the function. **MUST** be made in advance. Admission by payment at the door will not be permitted.

### **Disorderly Conduct, Damage Noise Levels and Cleaning**

The hirer is responsible for the preservation of order throughout the period of hire. The premises shall, throughout such period, be open to the manager, police officer and any other staff on duty who shall have the power to enforce the observance of these conditions and to take such action as is necessary to preserve peace and order. The hirer shall pay for all damage which may be done or occasioned to the premises or to fixtures, fittings, furniture's, article, equipment utensils or other property of the centre during or otherwise arising out of the premises or any part therefore. It is the responsibility of the

hirer to ensure the premises is left in a clean and tidy condition. Any additional costs for cleaning will be paid by the hirer. Music and Bar needs to close by latest 11pm. Everyone needs to be out of the premises by midnight. The centre will provide 1 set of toilet rolls in all toilets and 1 roll of bin bags. Anything after that will be the responsibility of the hirer. Please be considerate to the residents living close to the hall.

**Bins and Helium Balloons**

All rubbish must be placed in black bin bags and put in the waste bins located outside by the kitchen entrance. Note one roll of black bin bags will be provided by the centre. The rest is the responsibility of the hirer. Any bins filled with alcohol/ice or any liquids must be emptied. It is the hirers responsibility to ensure that this is done otherwise the hirer may be charged. Helium balloons are permitted to be used in the building. However it is the hirers responsibility to ensure that they are disposed of correctly. The hirer will be charged at £20 per balloon that is stuck on the ceiling to be removed.

**Music and Bar**

**No more the 2 speakers at one event (due to complaints from the neighbours).  
Music turned off at 11pm everyone needs to be out by 12am or you will lose your deporsit  
Bar needs to close at 11pm ( no serving after 11pm).**

**No Kind of food fight, If you do you will lose your deposit.**

**Car Park**

It is free parking on weekends and after 5.30pm on weekdays around the area. We have 2 car parks. One holds 3 cars and the other holds 10.

**Emergencies**

In the event of an emergency and on being requested to do so by the manager or colleague all persons must leave the premises immediately. The hirer must ensure that all exit and entrance doors must be kept clear and unobstructed while the premises are in use.

I Confirm that I have read, understand & agree the above Terms and Condition concering the hire of St Matthias Community Center.

By signing this I accept the Terms & Condition.

Full Name: .....

Signature: .....

Date: .....

# ST MATTHIAS COMMUNITY CENTRE HALL BOOKING FORM

## BOOKING INFORMATION:

I would like to book **ST MATTHIAS COMMUNITY CENTRE Hall** on:

(Please tick where appropriate)

<input type="checkbox"/> MON	<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THUR	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
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Date:

Time:  am/pm to  am/pm

## HIRER'S INFORMATION:

Name:

Address:

Post Code:

Telephone No:

Mobile No:

Name of Event/Activity:

Please describe the Event/Activity:

*I confirm that I agree to accept the attached terms and condition concerning the hire of **ST MATTHIAS COMMUNITY CENTRE Hall**.*

Signature:

Today's Date:

## OFFICE USE ONLY:

Booking taken by:	<input type="text"/>
Accepted:	<input type="text"/>
Not accepted:	<input type="text"/>

(Please write your name in the box above)