

TERMS OF ROOM HIRE AGREEMENT

PARTIES, FUNCTIONS, CELEBRATIONS AND REGULAR USERS

By signing this agreement you (the hirer) agree to the following:

1. The cost of room hire for parties, functions and celebrations can be found on the Hire Agreement.. With all types of room hire requests, a cash deposit of £100 is payable which will be refunded subject to the conditions below. We can return Deposits by bank transfer if required. Deposits will be returned no earlier than two days and no later than ten days after the date of hire. You will need to contact the Booking Officer to arrange this. Full payment is due in advance in cash and must be received no less than 7 days prior to the date of room hire agreed above.
2. In a case where a booking is cancelled within 28 days, 50% of the deposit will be retained by MCA.
3. You understand that Saturday hires must finish by 7pm and Sunday hirings must finish by 6pm.
4. No person under the age of eighteen years at the proposed date of hire may make a booking
5. You understand that confirmation of the booking is dependent on your producing photo ID and proof of address (utility bill etc).
6. You will make certain that no more than 100 people shall be present in the Main Hall at the function for which it is booked. The maximum number of persons attending a function in the Lounge area should be no more than 20 people.

No fireworks, including indoor fireworks and pyrotechnics are allowed including smoke machines..
7. Once booking has been confirmed, users are not permitted to advertise the event at the centre on social media sites i.e. Facebook, Twitter, Snapchat etc.
8. You agree that external doors and windows will remain closed when the premises are being used for the performance or production of live or recorded music or where music is used in connection with your activity. Tables and chairs are not to be taken out to the front of the building during an event.
9. You agree to ensure that noise from any entertainment that you provide in the Main Hall shall not exceed 40dB(A) (*Note that the Main Hall is equipped with a noise cut off system that will automatically stop any noise/loud music exceeding 40dB(A)*).
10. You agree that you will not exceed the hours of public entertainment; these hours are 9.00am to 7.00pm Monday to Saturday.
11. You agree to leave the premises which include the room that has been hired, the toilets, passages/hallways, kitchen, garden and car park clean and free of litter and refuse.

Please contact Jenny Millen on 07758 877 411 with any queries

12. You agree that any loss or damage to fixtures, fittings or property of Mottingham Community Centre must be reported to a staff member as soon as reasonably possible (within 24 hours).
13. You agree that if any drugs or paraphernalia are found on the premises following a party or event they will be withheld and the Police will be informed. The full deposit will be withheld.
14. Please do not use nails, pins or sellotape to fix things to the walls. Blue-tac can be used with care.
15. You agree that any electrical equipment you bring onto the premises must be 'PAT tested' if more than one year old and evidence of the test produced on demand.
16. You agree that your deposit will not be returned if any loss or damage has taken place within the time that you have used the room.
17. You agree to be considerate of the residents in the neighbourhood of the Mottingham Community Centre and avoid wherever practical making excessive noise. You must also ensure that your guests and those that you have invited depart from the premises no later than 30 minutes after the event finishes without causing disturbance in the street.
18. You understand that the Mottingham Community Centre will involve the police if and when the need arises and any charges so incurred will be the sole responsibility of yourself.
19. You agree to follow the Mottingham Community Centre's Fire, Health and Safety Policy. A copy of this policy is displayed on the main Notice Board and is also available from the Caretaker on request.
20. You understand that you will be responsible for the well being and safety of users and occupiers of the premises hired out under the terms of this agreement and you will take full responsibility for all loss and damage and personal injury arising from and during the time that you have hired the room.
21. You agree that if you or your guest/invitees are found to be in serious breach of the terms of this agreement, the Mottingham Community Association reserve the right to terminate the use of the room hired forthwith.
22. Any person acting on behalf of such a person and being over eighteen years of age shall be liable and fully accountable for the event, and accordingly liable for any damage of loss or penalties arising from infringement of the conditions of hire or any other statutory requirement.
23. Alcohol must not be supplied to any person under the age of eighteen. No alcohol may be bought or sold on the premises unless the appropriate licence has been obtained and shown to the hirers.
24. It is against the law to smoke (including vapour cigarettes) within the Hall building. Smoking is only allowed outside the building on the left hand side, where there is a cigarette box.
25. The hirer will be required to provide adequate security and staffing if necessary .

26. Any hirer who is operating a business will be responsible for arranging their own insurance, as would any hirer holding a large public event such as a performance with a large audience.
27. Parties and other one off events where entry is free are covered by the MCA's insurance, as are meetings of local non-profit-making organisations.
28. The MCA do not accept any liability for any loss or damage to the Hirer's property or that of his/her guests, including vehicles parked on the property, howsoever caused.
29. All hirers are directed to note and comply with all notices fixed within the building, and especially with those pertaining to Fire Regulations and Precautions.
30. The MCA reserve the right not to hire the hall to any group whose aims and objectives are not compatible with those of the MCA. The booking officer will be able to give more information regarding these aims and objectives.
31. You understand that you have the right to cancel this agreement on giving no less than 28 days notice to Mottingham Community Centre and will receive a full refund of any monies paid.
32. You understand that in the event that Mottingham Community Association is unable to provide the room booked under this agreement because of circumstances outside of its control (e.g. flooding, fire, interruption of power supply or heating failure) all possible steps will be taken to provide an alternative room. If however it is impossible to accommodate you, the Mottingham Community Centre reserve the right either to offer an alternative booking, or cancel and refund all monies paid under this agreement.
33. You agree and understand that the Mottingham Community Centre will not be responsible for any losses financial or otherwise which you (the hirer) may suffer as a result of cancellation in accordance with this agreement.
34. You understand that you will be responsible for the well being and safety of users and occupiers of the premises hired out under the terms of this agreement and you will take full responsibility for all loss and damage and personal injury arising from and during the time that you have hired the room. You understand that as the hirer you are responsible in the case of fire to make sure all those using the hall as part of the hire are safe and accounted for.

It is the responsibility of the person(s) hiring the hall to take a full roll count of everybody in the hall once the party has started. This is required by the Fire Brigade for safety reasons in the event of a fire. Children in the lounge must be supervised by an adult at all times during an event.
35. You agree to co-operate with the reasonable requests of the person opening and closing the hall and to be respectful and polite to that person. Failure to be helpful and polite may result in your deposit not being returned.
36. You understand that the premises assistant will assist you in getting out and putting away tables and chairs but will not do so single-handedly. It is expected that you, the hirer, will arrange tables and chairs for your event and stack chairs, help collapse tables and help put away tables and chairs at the end of the hire.

37. You understand that it is the hirer's responsibility to ensure the safety of any equipment they bring on site, such as bouncy castles etc.
38. There are 14 parking bays in the car park and **only** 14 cars may be parked in the car park at any time. Hirers must ensure that their guests do not park illegally or inconsiderately, which includes no parking down the centre of the car park, no parking on the grass verges within the car park, no obstructing the driveways of local residents or parking along the road leading to the main hall gates as this blocks access to the hall and residents for emergency services vehicles. Hirers whose guests park illegally or inconsiderately, as outlined above, will lose their deposit.
39. Hirers are advised to provide their own first aid kit and, if possible, to have a first-aider present during the event.
40. You understand that if the hall is not vacated at the time stated on the hiring form you will be charged for the additional time. This cost will be deducted from the deposit.
41. You understand that if the hall is not left clean and in good repair you may lose part or all of your deposit. This is at the committee's discretion and is non-negotiable.
42. You understand that any rubbish bags which do not fit into the outside bin must be removed from the site.
43. I have been told about fire evacuation procedures.
44. Use of the lounge: While the preschool is in session users of the lounge may enter and exit only by the door from the lounge to the patio; the main doors may NOT be used as this disturbs the preschool.
45. You agree that the **signatory below** is the 'person responsible' provided for in paragraph 16 above and both in his/her personal capacity and on behalf of the organisation he/ she represents.

MOTTINGHAM COMMUNITY ASSOCIATION

PRIVACY POLICY

Everyone has rights with regard to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our customers, known as hirers. The trustees of Mottingham Community Association Ltd take their responsibility to care for personal data under the General Data Protection Regulation (GDPR) very seriously. We will never hold personal data unnecessarily nor will we sell or pass personal information to third parties.

The types of information we require to fulfil our obligations as a provider of community hall hire are all collected on one document – the Mottingham Community Association Booking Form. Our lawful basis for collecting this information is contract, we need the information in order to fulfil the request to hire the hall. We collect this information from the hirer as a result of the hirer completing our hire agreement.

What information do we require

Names, addresses, email addresses and telephone numbers.

How we use this information

We collect names, addresses, email addresses and telephone numbers so we can communicate with the hirer to ensure the booking process and the reason for hire (regular hire, party, celebration, meeting, wedding, etc.) goes smoothly. No additional copies of any contact details are made.

How long will we keep this information

We keep this personal information (the Mottingham Community Association Booking Form) securely for four weeks after all essentials of the hire are concluded and the deposit (where provided) is either returned or forfeited.

When a website enquiry form is completed, it is sent to us at mcabookings@outlook.com. The enquiry form is used to contact the hirer and the email is then deleted. All email communications are kept for four weeks after all essentials of the hire are concluded and the deposit (where provided) is either returned or forfeited.

What we do when we no longer require personal information

The Mottingham Community Association Booking Form, the only record holding personal data, will be kept under lock and key for accounting purposes.