

TERMS OF ROOM HIRE AGREEMENT FURNITURE HIRE

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

1. The cost of furniture hire can be found on the attached sheet. With these type of furniture hire requests, a cash deposit of £50 is payable which will be refunded subject to the conditions below. 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 and must be received no less than 7 days prior to the date of room hire agreed above.
2. You agree that any loss or damage to fixtures, fittings or property of Mottingham Community Centre will be reported to the Caretaker as soon as reasonably possible. (within 24 hours).
3. 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 furniture.
4. 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.
5. You agree that the **signatory below** is the 'person responsible' for the hiring of the furniture.
6. You agree that if you are found to be in serious breach of the terms of this agreement, the Mottingham Community Association reserve the right to terminate the hiring of the furniture forthwith.
7. No person under the age of eighteen years at the proposed date of hire may make a booking.
8. 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.
9. 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.
10. 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.
11. 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.
12. The MCA do not accept any liability for any loss or damage to the Hirer's property, including vehicles parked on the property, howsoever caused.
13. 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.

Please contact Jenny Millen on 07758 877 411 with any queries

14. The MCA reserve the right not to hire its furniture 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.
15. 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.
16. In a case where a booking is cancelled within 28 days, 50% of the deposit will be retained by MCA.
17. You understand that in the event that Mottingham Community Association is unable to provide the furniture 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. If however it is impossible to accommodate you, the Mottingham Community Centre reserve the right either to offer an alternative date, or cancel and refund all monies paid under this agreement.
18. 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.
19. 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.
20. 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 help to take out and put away the tables and chairs.
21. You understand that if the furniture is not left clean and in good repair you may lose part or all of you deposit. This is at the committee's discretion and is non-negotiable.
22. You understand that confirmation of the booking is dependent on your producing photo ID and proof of address (utility bill etc).
23. You understand that Saturday hiring of the furniture must be returned within 2 days of the date of hire.
24. I have been told about fire evacuation procedures.

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, is securely destroyed.