



# MISSION COMMUNITY ASSOCIATION

## TERMS AND CONDITIONS OF HIRE

1. All hirers must be over 18 at the time of booking.
2. All bookings must be made on the official booking form. Dates will be held for a maximum of 30 days before being offered for hire again unless a deposit has been received to secure the booking.
3. The Committee reserve the right to cancel or refuse any hire.
4. If the booking deposit/balance is not paid in full prior to the event date the deposit will be non-refundable subject to the following and Committee review:
  - A. If a cancellation is made one month ( or longer ) prior to the event then the full deposit will be refunded.
  - B. If the cancellation is made more than 14 days but less than one month prior to the event, then half the deposit will be refunded.
  - C. If the event is cancelled less than 14 days before the event, then the deposit will be forfeited and no refund will be made.
5. A booking deposit of 50% of the total hire amount may, at the discretion of the Committee, be waived in respect of regular hirers.
6. A breakages/damages deposit may be required at the time of booking - this will be returned within one week of the hire date providing the premises and contents are left undamaged and in a clean and tidy condition.
7. The hirer shall, during the the period of hire, be responsible for the supervision of the hired space, all contents and the behaviour of all persons using the premises.
8. The hirer shall notify the Committee of any damage and payment may be deducted from any deposit. If for any reason the deposit does not cover the cost of the damage the Committee may make a request for additional payment. This includes all damage caused during the hire period, including accidental damage, to the premises or fixtures, fittings and any loss of contents.
9. The hirer shall not use the premises for any purpose other than as described on the booking form and shall not sub-let the premises or allow the premises to be used for any unlawful purpose. The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting or lotteries.
10. The hirer shall be responsible for leaving the premises in a clean and tidy condition. All rubbish (including bottles and cans) is to be taken away by the hirer.
11. All contents temporarily moved from their usual positions should be properly replaced.
12. No alterations or additions may be made to the premises, nor any fixtures be installed, or decorations or other articles be attached in any way to any part of the premises without prior consent of the Committee. Damage caused by such decorations or fixtures may be chargeable.
13. The hirer shall comply with all Public Safety conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the licensing Authority or otherwise.
14. All means of exit from the premises must be kept free of obstruction and immediately available for instant public exit in the event of a fire or other emergency. The Fire and Emergency services must be called to any outbreak, however slight, and details of the incident given to a member of the Committee as soon as possible. All fire and safety regulations must be strictly adhered to by the hirer, who shall ensure that fire appliances are not interfered with except in the case of emergencies.
15. The hirer shall, if preparing food, observe all relevant Health and Hygiene legislation and regulations.
16. No alcoholic drinks may be brought into the Community Centre without prior permission from the Committee. No alcohol is to be brought or consumed on the premises by those under 18 years of age. **If alcohol is to be sold a Temporary Event Notice must be obtained from Bassetlaw and a copy given to the booking secretary prior to the event.**
17. No illegal drugs may be brought onto the premises at any time.
18. The Community Centre operates a No Smoking policy throughout the building and this should be observed at all times. If people wish to smoke outside the building, they must use the bin provided and not leave cigarette butts on the floor or in normal rubbish bins as this is a fire hazard.
19. The hirer shall ensure that highly flammable substances, LPG appliances or BBQ's are not brought onto the premises unless prior agreement is received in writing from the Committee.
20. The hirer shall ensure that no animals, including birds, except Guide/Assistance dogs are brought into the premises other than for a special event as agreed by the Committee in advance. No animals are to enter the kitchen area at any time.
21. The hirer shall ensure that the minimum of noise is made on arrival and departure so as not to disturb other users or nearby properties. If using sound amplification equipment it must comply with any licensing conditions for the premises and noise must be kept to a respectable level at all times so as not to cause disturbance or annoyance to occupants of nearby properties.

**All sound equipment must be turned off by 23.30**
22. Any article or property belonging to the hirer left on the premises after the hiring may be removed by the Committee and the cost shall be paid by the hirer. The Community Association will not accept any liability for any loss or damage to property left at the premises.
23. The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers

Main Hall	80 Dancing or 120 Closely seated
Peter Wilde Room	30 Dancing or 30 Closely seated
Side area	32 Dancing or 32 Closely seated
24. The hirer must contact the Committee in advance of the function date to request any special arrangements/requirements with regard to disabled access or hall layout.