

# Upton Magna Memorial Hall

## Abridged Conditions of Use of the Hall

**N.B.** This document is an abridged version of the Full Terms and Conditions of Hire, which should be viewed on our website before the hall is hired

(<http://www.uptonmagna.com/index.cfm/village-hall/>)

### **1. USE OF PREMISES AND EQUIPMENT**

- a) We will endeavour to ensure that the hall is available for use. Should it become unavailable for any reasons beyond our control (e.g. for use as a polling station) we will let you know as soon as possible. We will not be responsible for any costs you may incur as a result of cancellation.
- b) We will ensure that the key box code is available to you so that you can open up the hall, and then lock up. Please ensure the keys are returned to the box after use, and the code is scrambled.
- c) We will ensure that the heating system is regularly maintained.
- d) Items of furniture such as tables and chairs, and emergency equipment may be used, as well as kettles and the water heater. However, other equipment owned by Upton Magna Memorial Hall will only be used with prior agreement of the committee.
- e) You must not allow anyone to use the building for sleeping overnight, as there is no automatic fire detection system in place.
- f) You must not erect a bouncy castle or similar type of equipment inside the hall.

### **2. RESPONSIBILITY**

- a) Use of the car park, field and hall is at your own risk. If your event is for members of the general public, you will need to have evidence of public liability insurance, and you will indemnify Upton Magna Memorial Hall against any claim arising out of your use of the hall or car park, if necessary.
- b) You are responsible for ensuring adequate staffing at your event, and for checking that staff and volunteers are qualified and suitable for the role. DBS checks will be solely your responsibility.
- c) You and your staff will be responsible for: care of the premises, ensuring that these conditions are followed, the actions of all people using the premises during your hire period, ensuring that any electrical equipment brought into the hall by you has a valid PAT certificate, and that any emergency is dealt with safely and in accordance with the hall fire procedures.
- d) You will accept responsibility for any damage and/or breakages.
- e) If the kitchen is to be used, you will be given additional keys for cupboards. It is your responsibility to ensure that only those competent to do so are allowed to use the kitchen facilities. No young children under the age of 11 years must be allowed into the kitchen whilst in use.
- f) The Hall music licence finishes at 12 midnight. Please ensure that the music cannot be heard clearly from outside the hall, and leave quietly at the end of the event.

### **3. CONDITION OF PREMISES**

- a) We will ensure that hall is cleaned weekly.
- b) You will ensure that: rooms are cleared of all your equipment, and left clean and tidy, any item of furniture which has been used is put back, and that any problems or damage are reported as soon as possible to the Management Committee.

### **4. GENERAL CONDITIONS**

- a) No smoking is allowed in any part of the hall premises to comply with the law.
- b) Alcoholic drink may only be sold in the hall if there is a licensed bar provided. You must ensure that NO alcohol is sold to or consumed by anyone under the age of 18 years.

**Please sign and return one copy of this document indicating your acceptance of these conditions. Retain the other copy for your reference.**

**Signed:.....Date.....**

## Upton Magna Memorial Hall – booking form

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Details: E-mail:** \_\_\_\_\_

**Phone** (please give landline as well as mobile): \_\_\_\_\_

**Date of booking:** \_\_\_\_\_

**Type of function:** \_\_\_\_\_

(please give full details: eg; children's party, wedding, adult party/dance, charity function, business meeting, camping/caravans, cycling).

**Time hall required:** \_\_\_\_\_

(sessions run from 8.00am -12.00noon; 12.00noon -6.00pm; 6.00pm -11.30pm Mon –Thurs; 6.00pm –midnight Fri &Sat; 6.00pm – 11.00pm Sun.)

**Number of guests:** \_\_\_\_\_ (limit 150 – seating for 100 only).

**Facilities required:** Please indicate: tick or highlight box or combination of boxes below.

Main hall +limited use of kitchen (ie: to make tea and serve food that does not need cooking.	Main hall + full use of kitchen, cooker, crocery and cutlery. Keys will be provided.	Main Hall + full use of kitchen + use of bar servery (ie: bar fridge and glasses.) Keys will be provided.	Use of field for camping tents or caravans	Erect a marquee on the field.
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(When using the field for camping a min. charge of £60 is incurred for 24 hour hall key holding).

Fees vary according to use, can be viewed on the web-site and will be discussed at time of booking.

The committee reserve the right to ask for a deposit to secure the booking. Final payment is required 7 days before the event takes place. In the event that a booking is cancelled 7 days or less before, the deposit will be forfeit.

All contracts of hire in respect of the Memorial Hall are subject to the terms and conditions attached. It is the responsibility of the hirer to ensure that the Terms and Conditions are met and to contact the booking secretary the week of the event to ensure access.

This form, along with a signed copy of the terms and conditions should be sent to the booking secretary with a deposit to secure the booking.

**Total Hire Charges:**

**Deposit (enc.):**

**Balance:**

(all cheques should be made payable to Upton Magna Memorial Hall)

**Signed:**

**Date:**