

# MECHANICS INSTITUTE VILLAGE HALL - KIRKBY MALZEARD

## Booking Form

Charity Registered No    1060906

<b>Hirers Details</b>	Name
	Address
	Phone
	Email
<b>Event</b>	Description
	Date required
	Times required
	Expected numbers
	Rooms required and layout

Charges may be due if the event is cancelled with less than 24 hours notice.

I declare that the information given in this booking is correct to the best of my knowledge. I have received and agree with the terms and conditions of hire for the Mechanics Institute Village Hall *. I take full responsibility for the actions and safety of all those present and for any damage during the hire. I will be considerate of neighbours and leave the Mechanics Institute Village Hall clean, tidy, secure and quietly.	
Signed(hirer)	Date

\* Full terms and conditions for hire and use of alcohol are attached

To secure this booking, please complete this form and return it together with a £50 deposit, if applicable, to:

Jane Johnson  
Tailors House  
Main Street  
Kirkby Malzeard  
HG4 3RY

**Mechanics Institute Village Hall**  
**General Terms and Conditions of Hire**

1. The hirer must be over 21 years old and be present at the Mechanics Institute Village Hall (MIVH) throughout the hire period. It is the named individual's responsibility to ensure that all terms in this contract are upheld.
2. The Hirer will be responsible for the actions of all persons present at the MIVH throughout the hire period.
3. The MIVH must be left in a clean condition by the Hirer for use in the next session and all rubbish must be cleared away. No equipment, furniture, advertising or other items may be left behind unless arranged with the Bookings Secretary.
4. Normal setting up and tidying away time is to be included within the time booked by the Hirer, as is time to allow participants to arrive. If necessary a Hirer will therefore book enough time to allow for setting up and for people to arrive before their advertised session starting time. In the case of bookings for large events such as weddings then setting up time must be booked and will be charged at a reduced rate of £15 per hour.
5. The Hirer should as far as possible ensure that due consideration is given to nearby residents, particularly with regard to noise and parking. No loud speakers are to be directed outside the building.
6. Heating is to be pre-programmed by the Caretaker and agreed in good time with the Bookings Secretary.
7. Access to the MIVH is by arrangement with the Bookings Secretary.
8. Posters or leaflets (maximum size A4) advertising your class or event may be left on the noticeboard in the MIVH, and/or in the Reading Room for a MIVH Committee member to display in the window of the MIVH. The MIVH Committee reserves the right to remove any and all advertising at any time.
9. No fixing to the walls by nails, blu tac, pins or adhesive tape, (except on the notice board) or changes to any electrical equipment is permitted. No hydrogen balloons, aerosols, smoke machines or bubble machines are to be used and streamers are discouraged for cleaning reasons.
10. No smoking (neither tobacco nor electronic cigarettes) is allowed in the building.
11. The Hirer must make proper arrangements in conjunction with the trustees' representatives for the consumption of alcohol, preventing drunk and disorderly behaviour.
12. If asked to the Hirer should secure all locks on the doors and ensures that all windows and blinds are left as found. In any case of doubt the Hirer should make contact with a member of the MIVH Committee.
13. Please refer to the Manual for what to do if the Fire Alarm sounds. Fire exits are clearly marked and they are to be kept clear and unlocked. Fire doors are not to be kept open. On completion of the evacuation call the fire brigade and inform a member of the MIVH Committee. Fire fighting equipment should only be used if it is strictly necessary and safe to do so. It is the Hirer's responsibility to point out fire escapes and assembly points at the start of hire periods.
14. First Aid boxes are provided in the Kitchen and The Reading Room. Please report any accidents in the Accident book which is kept in the kitchen.
15. Any damage to the MIVH or property is to be the financial responsibility of the Hirer responsible for the MIVH at the time of the damage and should be reported to the Bookings Secretary immediately. The MIVH Committee shall commission any repairs and invoice the Hirer for the full cost of repair to the MIVH Committee's satisfaction.

16. Although the MIVH Committee will take reasonable care to safeguard private property on MIVH premises, they will not be held responsible for any loss or damage on the MIVH premises or any third party claim arising in any way from the use of the MIVH by the Hirer.
17. The Hirer shall ensure that no illegal activities take place on the premises.
18. Entertainment shall be permitted from 9:00am to 11:30pm Monday to Saturday, under the terms of the Public Entertainments Licence. Music and drinking to cease at 11.30pm and premises to be vacated by midnight.
19. The Hirer must ensure that all articles and equipment brought onto the premises during the hire period comply with Safety Standards and Regulations.
20. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Bookings Secretary. No animals whatsoever are to enter the kitchen at any time.
21. The maximum number of people permitted within the MIVH under this Contract is as follows:
  - Main Hall: Dancing 204  
                  Seated 102
  - Annex: Dancing 84  
                  Seated 42
22. The Hirer should ensure that participants behave in a safe manner at all times and in compliance with the safety notices displayed on the Notice Board. Attention is drawn to food hygiene, electrical safety, the handling and stacking of bulky or heavy objects, COSHH regulations and fire safety.
23. When the MIVH is booked for two or more users at the same time each hirer is responsible for the parts of the MIVH they are using and for the people attending their event. The Hirers should liaise with each other to agree access etc. If requested to the last one out will secure the MIVH.
24. Any alcohol consumed/brought onto the premises shall only be in accordance with the arrangements between the Hirer and a representative of the Bar Committee. This will include corkage charges where applicable. If a bar is required then it can only be provided by the MIVH. Alcoholic drinks are not to be taken outside the front of the premises (Main Street). They can however be taken into the grassed area at the back of the MIVH.

### **Payment and Cancellation**

25. The Hirer must complete the bookings form (available within the MIVH and from the Bookings Secretary) and return it to the Bookings Secretary. For larger one off events e.g. weddings, large parties etc a deposit of £50 at the time of booking is required to secure the booking and the balance must be paid at least two weeks after the invoice is issued.
26. Charges may be due if the event is cancelled with less than 24 hours notice.
27. The MIVH Committee retain the right to alter any and all of the above conditions, or the fees relating to booking the MIVH, at any stage.