

MARLOW COMMUNITY ASSOCIATION - CONDITIONS OF HIRE OF LISTON HALL

1. PAYMENT

- (a) Non-returnable Booking Fee of one third of hire fee on application.
- (b) Balance of hire fee payable at least twenty eight days before hire date; an invoice will be sent.
- (c) Returnable Deposit to be paid by cash, cheque or card prior to the event or on key collection on account of damage and/or breach of these Conditions. Deposit is returnable seven days after the event subject to key return & damage inspection.
- (d) Sections and Affiliated organisations must pay fees within twenty eight days of invoice, which will be issued at the start of the month of the booking.
- (e) Sections and Affiliates (who do not pay a returnable deposit) will be invoiced for any damage caused to the digital projector or other equipment.

2. CANCELLATIONS

- (a) Must be in writing and must be received not less than four weeks before hire date or full hire charge payable.
- (b) Sections and Affiliated - 50% charge if cancelled between three and six weeks of hire date, full charge if cancelled within three weeks of hire date.

3. **DAMAGE** The Hirer must indemnify the Association for damage to any part of the building and/or contents and/or curtilage thereof during or as a result of the event. All damage must be reported to the office immediately.

4. INSURANCE

- (a) The Hirer shall be responsible for insurance for third party claims against the Hirer whilst using the premises.
- (b) If appropriate insurance is not provided, the hirer shall be personally liable for such claims. (The Association is covered only for its own negligence.)

5. KEYS The hirer shall:

- (a) Ensure that they have ALL the keys they need before the date of the hire. This applies to keys needed to access and secure the building as well as keys for lockers and cupboards. The Association will accept no responsibility for events disrupted because keys have not been collected in time.

6. CONDUCT The Hirer shall

- (a) Ensure that a responsible adult over the age of 25 is present at all times.
- (b) Supervise the premises and contents and the behaviour of all persons arriving at, using and leaving the premises.
- (c) Satisfy the Association as to adequate stewarding to ensure the safety and security of the premises and all persons attending the event plus their belongings.
- (d) Allow Association Officers, Police or Fire Service free access at all times and obey all requests, particularly as to safety.
- (e) Minimise noise to avoid interference with other activities within the building, or inconvenience to the neighbourhood.
- (f) Comply with the Fair Trading Laws and any code of practice relating to the sale of goods, in particular, total prices and organisations name and address to be prominently displayed and any discounts based on the Manufacturers Recommended Retail Prices.
- (g) Not assign or sub-let the premises or use for any unlawful activity.
- (h) Not remove any furniture from/to other room(s) or outside spaces during the hire except with the express prior approval of the Association.
- (i) Not tamper with or alter the speaker system settings or boiler controls in any way. Heating can be adjusted using the thermostats on the radiators which must be turned down to the lowest setting on leaving.

7. CLEANING AND SECURITY On leaving the premises the Hirer shall

- (a) Return all furniture and equipment to the original positions.
- (b) Leave the furniture, equipment and premises including floors and surrounds clean and tidy. Cleaning materials and equipment are available in the hall cupboard.
- (c) Check all areas including the toilets and the kitchen to ensure attendees have left and that all taps are turned off and to turn off the lights.
- (d) Secure all lockable cupboards, lockers, doors and windows. Note that hirers of the Main Hall or Garden Room may delegate locking the main door IF another hirer is still in the other room and agrees to lock up on their behalf.
- (e) Remove all rubbish. You will be charged for each bag that the Association has to dispose of.
- (f) Return all keys through the letter box.
- (g) Under no circumstances may "clearing up" be left until the next day or rubbish left on or outside the premises.

8. SAFETY

- (a) Nothing must be done or brought into the premises which will endanger users of the building, invalidate the Association's insurance policies, or infringe the Fire Regulations. In particular, no obstruction of hallways and doorways and no improper use of fire fighting equipment.

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- (b) Internal fire doors (e.g. from entrance hall to Main Hall and to Garden Room) must not be wedged or propped open.
- (c) The hirer must ensure that fire exits and the access routes to them are kept clear AT ALL TIMES, bearing in mind that people from other parts of the building may need to use them in an emergency. See building plan for details.
- (d) The use of candles is prohibited.
- (e) The Hirer is responsible for meeting any relevant need for DBS checks in accordance with current safeguarding and compliance criteria for anyone, including volunteers, who has contact with children and/or vulnerable adults in the course of the hire. The Association does not accept responsibility for any safe-guarding issues that might arise while under the hirer’s jurisdiction and business.
- (f) The hirer is responsible for ensuring that anyone preparing food either on site or elsewhere, to serve on the premises has completed an appropriate hygiene course.
- (g) All accidents must be reported to the office immediately, in person if the office is open or in writing. Accident report forms are in the First Aid boxes in the Kitchen and the Thames Room.

9. **LICENCES** The Hirer shall

- (a) Obtain any Licence necessary in connection with the event unless already held by the Association.
- (b) Comply with the Association's Music and Dancing Licence, a copy of which is available for inspection and the Hirer shall be deemed to have notice of its conditions.
- (c) Comply with the Law relating to betting, gaming and lotteries.
- (d) Indemnify the Association against any infringement of copyright in any dramatic or musical work performed at the event and produce any licence to the Association before the hire date.

10. **INTOXICATING LIQUOR** The Association's express prior consent must be obtained:

- (a) to bring, sell or consume alcoholic liquor on the premises.
- (b) to apply for a Temporary Event Notice from the local authority e.g Buckinghamshire Council. This is the hirer’s responsibility as is ensuring compliance with all relevant licensing legislation. A copy of the Notice must be provided to the Association in advance of the event and the Notice must be prominently displayed at the event.

If (b), whose name will be on the Notice?

For (a) and (b)

Hirer name Signature

Permission is granted for (a) and/or (b) by Marlow Community Association, subject to Licensing Laws.

Signed on behalf of Marlow Community Association.....

- 11. **CAPACITY** Fire Regulations restrict the number of persons in the **whole** building to a maximum of 250. Per room, the maximums are Main Hall – 200 standing, 175 with theatre-style seating, 120 seated with tables; Garden Room – 40 standing, 36 seated; Thames Room 50 standing, 48 with seating; Bruce Room - 8 seated.
- 12. **HOURS** Unless agreed in writing, the premises must not be used outside the hours stipulated in the Hirers Agreement. For standard sessions, an additional 30 minutes is allowed for setting up before a session start and 30 minutes afterwards for clearing up. Unauthorised extensions to these times are not permitted.
- 13. **LOSS OF PROPERTY** The Association accepts no responsibility for damage or loss of property of persons using premises.
- 14. **NOTICES AND SIGNS** Nothing is to be attached to any part of the premises without the express prior approval of the Association.
- 15. **ELECTRICAL EQUIPMENT & LIGHTING**
 - (a) No alteration or addition may be made to the existing electrical system without prior written consent.
 - (b) The hirer is responsible for the safety and maintenance of any electrical equipment brought onto the premises.
 - (c) The hirer must ensure that all cables are suitably covered and do not present a hazard. Cable covers for this purpose can be found in the tall cupboard in the entrance hall. Hirers are required to use them to cover cables that are on the floor and return them to the cupboard at the end of hire.
- 16. **THE ASSOCIATION RESERVES THE RIGHT**
 - (a) To refuse any application for hire without specifying a reason.
 - (b) To cancel bookings if premises required as a Polling Station or rendered unfit for the intended use.
 - (c) The Association reserves the right to modify the hire charge should an event be cancelled due to extremely adverse weather.
 - (d) To impose such further conditions as it may see fit.

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LISTON HALL EVACUATION PROCEDURES

All persons, whether hirers of a room, or rooms in Liston Hall, MCA staff, volunteers or committee members, must pay close attention to the contents of this document so as to ensure a smooth evacuation of the premises should it become necessary.

An **EMERGENCY** which appears to justify an evacuation of Liston Hall may take one of several forms. FIRE is the obvious one. Others may include a GAS ESCAPE, a complete POWER FAILURE or severe DAMAGE to the building due to adverse weather conditions or other cause. The decision to evacuate may be taken by any responsible adult.

As there is no public telephone available in Liston Hall, all hirers are asked to ensure that at least one mobile phone is available amongst those attending the function.

At the commencement of the function hirers should prepare for the possibility of an evacuation by:

- Compiling a list of the number of people present at the event, preferably including names.
- Explaining the evacuation procedure to all present, indicating the Emergency Exists.
- Specifying a particular part of the Liston Road Car Park as the Assembly point for everyone.

In the case of an actual evacuation hirers should:

- Ensure that all those present at their event leave the building by the nearest emergency exit, in a safe and orderly manner.
- Check that everyone at their event has been accounted for. For example, is anyone in the toilet?
- Co-operate with any other hirers/MCA staff, if present, to ensure that nobody is left in the building.
- Call the Fire Service and the Police.

Fire Extinguishers:

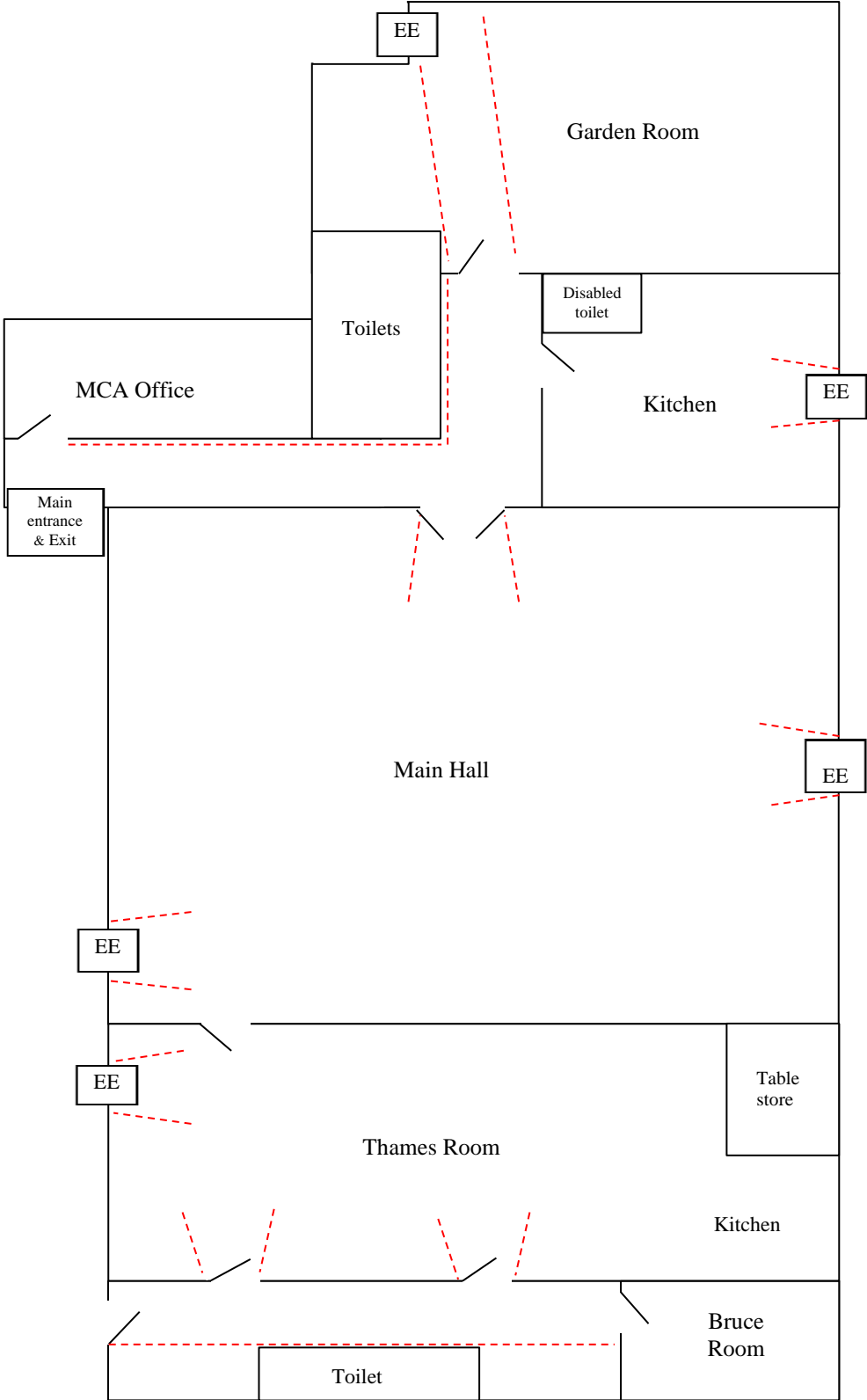
- Although fire extinguishers are provided in all rooms, in accordance with current Fire Regulations, they should only be used if you feel competent to do so.
- Most extinguishers contain water in one form or another. These should **NOT** be used on electrical equipment.
- Disconnect the power supply to burning electrical equipment before using a fire extinguisher on it.
- There are particular extinguishers and/or fire blankets for use on electrical and oil based fires.
- For added safety, carefully read the instructions on any extinguisher before operating it.

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MARLOW COMMUNITY ASSOCIATION
LISTON HALL - EMERGENCY EXITS
EE = emergency exit Drawing not to scale
- - - - - emergency exit access path
- - - - - MUST BE KEPT CLEAR

← ← ←
Evacuation
Assembly Area is
Liston Road car
park
← ← ←

← ←
Assembly Area
← ←



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DECLARATION

This declaration must be signed for each booking or series of bookings by each community or commercial hirer in association with a completed booking form;

OR annually for sections and affiliates of MCA by a representative of that organization.

If signing on behalf of a section or affiliate, the signatory accepts full responsibility for ensuring that all relevant hirers throughout the year are aware of and comply with the booking terms and conditions.

The Hirer/Representative has read and agrees to observe the provisions and stipulations contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as shown in this document.

The Hirer/ Representative has also read, understood and is willing to implement the Liston Hall Fire/Other Emergency and Evacuation Procedures as required.

Hirer/Organisation:
(Section/Affiliated/Community/Commercial - circle as appropriate)

For Community/Commercial hirer

Date & Time of event (if multiple dates, the date & time of the first in series)

Hirer or Organisation Representative:

Name (block capitals):

Email: Tel. no:

Address:

..... Post code:

Signed: Date: