



When you have completed this form please tick the box to indicate you have read the Terms & Conditions which are attached to this document, this form is editable and can be filled in on your computer, please return via email to the bookings officer at [secretarymlfcc@gmail.com](mailto:secretarymlfcc@gmail.com)

If you wish to return by post please send to:

Mareham le Fen Community Centre, Horncastle Road, Mareham Le Fen, Lincolnshire PE22 7QL

Hirer Name _____ Tel No _____	
Email: _____	
Group Name: _____	
Date of bookings	
Jan _____	July _____
Feb _____	Aug _____
Mar _____	Sept _____
Apr _____	Oct _____
May _____	Nov _____
Jun _____	Dec _____
Time of booking:	
Start _____	Finish _____

Please see our T&C's for venue capacity

Please tick this box to let us know you agree to our Terms and Conditions which are attached



## Terms and Conditions of your Hire

**Please note hire charges are reviewed annually and will be in place from 1<sup>st</sup> April**

### COMMERCIAL HIRING AGREEMENT

The Community centre uses an automated online booking system. To make a booking please go to <https://mareham-le-fen-community-centre.lemonbooking.com> select your date in the diary if available and submit your information to [secretarymlfcc@gmail.com](mailto:secretarymlfcc@gmail.com)

Our Booking Officer will contact you in due course. Bookings may be made up to a year in advance. The hire starts from the time the centre is opened until the hire-period ends and the centre is locked up. Any event at the centre must end by 23.00 weekdays or 23.30 on Fridays or Saturdays. The maximum capacity for the Lancaster Room is 200 persons standing, 180 close seated or 120 banquet and Spitfire is 40 standing, 30 close seated and 20 banquet. Please switch off the heating system and all lights after use. Please ensure all windows are closed. The Centre is a non-smoking/vaping area. Please use the arrangements for car parking as instructed in the Terms & Conditions of Hire.

#### HIRE CHARGES

The Centre can be hired 7 days a week between the hours of 07.00 - 23.00 hours weekdays or 23.30 on Fridays and Saturdays. Each period of hire is a maximum of 8 hours with to include setting up & clearing away. Additional hours can be booked by agreement and will incur a pro rata rate, no booking is confirmed until reviewed and approved by the Bookings Officer.

#### Hire Charges

Lancaster hire including kitchen £30.00 per hour

Spitfire including use of kitchenette £25.00 per hour

Lancaster room & Spitfire £50.00 per hour

In house bar (minimum 3 hours) £15.00 per hour

Full day hire max 8 hours - Please speak to the Bookings Officer

Wedding package – It is more cost effective for the client to hire directly

If you require the bar or a caterer Please speak to the Bookings Officer.

Each booking will include use of the room booked, car park, cloakroom, kitchen facilities, toilets.

Please use our Car Park to minimise any disruption to nearby residents.

The Centre to be left clean & tidy after each letting which is the responsibility of the hirer. A Cleaning Station is located in each room for this purpose. No items can be attached to the walls. If you require the venue to be cleaned on your behalf, please speak to the Bookings Officer as there is an extra charge for this facility.



Payment in advance on receipt of the invoice by BACS to Mareham le Fen Village Hall and Memorial Lawn Sort code: 40-24-29 Account: 61317229 quoting *the Invoice number as your bank transaction ref.*

#### CENTRE CONTACT DETAILS

Bookings Officer secretarymlfcc@gmail.com

Tel No: 07724 097323

Emergency contact Heather Palmer 07572148446

#### Authorised Representatives

The Bookings Officer will monitor the online diary for the hire of the Centre and make arrangements with the hirer for opening and closing of the Centre on the due date.

#### TERMS & CONDITIONS OF HIRE

Please read the following terms and conditions and sign your acceptance at the end of the document

TERMS & CONDITIONS OF HIRE Agreements with the Trustees (Committee Members) of Centre ("the Centre") for the hire of Centre or any part thereof ("the Premises") are subject to these Terms and Conditions of Hire ("the Hire Conditions").

**1 Undertaking of the Hirer:** The Hirer undertakes to ensure he/she has an understanding of the Hire Conditions for the time being in force

**2 Supervision by the Hirer:** The Hirer undertakes to be present, or arrange for sufficient competent representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in the Hire Conditions and any relevant licenses

**3 Responsibility of the Hirer:** The Hirer Centre be responsible during the period of hire for: -

- Ensuring that the number of people using the Premises does not exceed that permitted for those rooms under the Premises Licence for the purpose of the hire
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
- Ensuring that the Premises (including kitchen and toilets) are left clean and tidy with rubbish removed at the end of the hire and placed in the bins in the car park
- Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights and the heating system switched off, and the building secured by use of the keys supplied.



- The behaviour of all persons using the Premises, whatever their capacity, including proper supervision of car parking arrangements, so as to avoid obstruction of the highway or access road
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.
- Ensuring that no animals (including birds), except assistance dogs are brought into the building, without written permission of the Centre on the occasion of a special event or hire agreed to by the Centre. NO animals whatsoever enter the kitchen at any time
- Ensuring that any electrical appliances brought onto the Premises and used in the Centre be certified safe (PAT tested) and in good working order, and used in a safe manner, using Residual Current Circuit Breakers where appropriate
- Ensuring that no LPG appliances or highly flammable substances are brought onto the Premises

#### 4 Fire Regulations: The Hirer shall

- Ensure that the Fire Exits are not obstructed and "Emergency Exit" signs are kept illuminated.
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details given to the authorised person
- Appoint a fire monitor to make a list of all persons present to be checked if the Premises need to be evacuated
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event *The Evacuation Meeting Place is by the pedestrian gate on Horncastle Road. No person may re-enter the Centre without the permission of the Fire Brigade.*
- The Hirer must comply with all conditions set within the Centres Fire Risk Assessment.

#### 5 Use of Premises: The Hirer should not:-

- sub-let or use the Premises for any purpose other than that described in the Booking Form
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the Premises or allow smoking/vaping in the Building



**6 Car Parking:** All vehicles should be parked in the Centre car park. All vehicles are parked in the car park at the owner's risk.

**7 Authority required by the Premises Licence to supply alcohol:** Under no circumstances may alcohol be supplied or consumed on the Premises without the specific written authority of the Centre under the Premises Licence. The Centre may choose to require that the Hirer be responsible for obtaining a Temporary Event License, but no Hirer may seek such a licence without the consent of the Centre. Alcohol may not be served to any person under the age of 18 years. The provision of a bar is normally restricted to Centre organised events.

**8 Compliance with legislation relating to children or vulnerable adults:** The hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. The Hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

**9 Compliance with other relevant legislation:** The Hirer must ensure that the users:

- do not contravene the law relating to gaming, betting, and lotteries
- comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises. A breach of this condition may lead to prosecution by the local authority.

**10 Indemnity:** The Hirers indemnify and keep indemnified each of the Trustees of the Centre and their employees, volunteers, agents and invitees against: (a) the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises (b) against all actions, claims, and costs of proceedings arising from any breach of the Centre Conditions (c) all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer As directed by the Centre, the Hirers must make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents

**11. Insurance:** Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity)

**12. Accidents and Dangerous Occurrences:** The Hirer must report all accidents involving injury to the public to an authorised representative of the Centre as soon as possible, and complete the relevant section in the Centre's Accident Report Form. This document is attached to the Statutory Notice



Board in the foyer. Any failure of equipment, either that belonging to the Centre, or brought in by the Hirer must also be reported as soon as possible

**13 Stored equipment:** The Centre accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Centre may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

**14 No alterations or additions may be made to the Premises.** No fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Centre. Any alteration, fixture or fitting, or attachment, so approved by the Centre, at the discretion of the Centre remain in the Premises at the end of the hiring and become the property of the Centre or, be removed by the Hirer. The Hirer must make good to the satisfaction of the Centre any damage caused to the Premises by such removal. No drawing pins or adhesive tape may be used for temporary decorations at special events

**15 Cancellation by the Hirer:** The Centre reserves the right to charge a cancellation fee if a booking is cancelled within 7 days of an event (50% of hire fee). Please give as much notice as possible so that the Centre can be re-let.

**16 Cancellation by the Centre.** The Centre reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or referendum or if the Centre reasonably consider that: a) such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or b) unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or c) the Premises have become unfit for the use intended by the Hirer. In any such case the Hirer will be entitled to a refund if hire fees already paid, but the Centre will not be liable for any resulting direct or indirect loss or damages whatsoever.

**17. Wifi Services:** When using the WiFi service you agree at all times to be bound by the following provisions:

(i) not to use the WiFi service for any of the following purposes:

(a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(c) interfering with any other persons use or enjoyment of the WiFi service; or

(d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

(ii) The Wi Fi is name and password is displayed on the Statutory Notice board in the foyer



*We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:*

**18.** These Terms and Conditions must be considered in conjunction with any other national guideline which might apply ie Special Conditions of Hire during a pandemic etc.

PLEASE NOTE: There is no phone on the Centre premises. We advise that hirers have a mobile phone available for their event should emergency services need to be contacted. A defibrillator is available on the front wall of the Centre near the footpath, the advice code for the defibrillator box will be given when you phone 999. A first aid box is available in the Kitchen and in the Spitfire bar.

If you are unable to book online, please sign this form prior to your booking to accept the terms and conditions of hire. The signed form can be handed to the keyholder when you arrive at the Centre.