CORONATION HALL HIRING AGREEMENT FOR SINGLE EVENTS

BOOKING FORM

Full name of Hirer: ……..……..

Address: ……....

Email: ..... Phone: ……Mobile: ..…….…..……..…

Date of Function: ……Type of Function*: ……....

***Please tick to confirm that this is not an 18th birthday party** ☐
(please note: these are not permitted under the terms of our licence agreement)

Hire Fee: …… Time of Function……..

Additional Charges *(see clause* 8):

Extra Cleaning to cover tables and floor:	£35	Yes ☐	No ☐
Cooker cleaning charge:	£15	Yes ☐	No ☐

Deposit: ……Full payment due date: ……..

Number of guests (120 maximum) …….

Name and Address of Caterers (if used)**……**

Licensed Bar *(see clause 6)* Yes ☐ No ☐

If yes, please contact our Licensee Tom Inwood of TNI Bar Services, to make arrangements, telephone 07889387749.

Please tick one of the following to tell us how you heard about the Coronation Hall:

From our website	☐	From the Yell website	☐
From a friend	☐	From attending a previous event at the Hall	☐

Other (please specify) ……

If you have hired the Hall before, please be aware that our Terms and Conditions have changed. You should note in particular paragraphs 8, 17 - 19, 32 and 34.

Privacy Statement

The Coronation Hall is committed to the privacy of anyone booking the Hall. The Personal Data requested in this form is required for contractual and accounting reasons only. It is stored in a secure environment and is destroyed at the end of the accounting year during which your event is held. It is not used for marketing or any other purpose and is never shared with any third party.

Declaration:

I have read and agree to abide by the attached terms and conditions. I accept responsibility for ensuring compliance with these conditions and understand that failure to comply fully will result in loss of the deposit paid. I agree to be liable personally for the fees, additional charges and costs of any damages incurred by my guests, clients or anyone I hire to assist with my function.

Signed by Hirer:……..……Date:……

The Hirer must be 18 years or over

Owners' Representative:…….....Signature:…….Date…….

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TERMS AND CONDITIONS

Introduction

1. The Coronation Hall is a registered charity, held upon Trust for the benefit of the people of Water Eaton and its vicinity. Use of the premises for activities outside this main function is permitted, provided such activities do not interfere with the use of the Hall for public benefit or disturb the peace and privacy of local residents. The premises are licensed by Milton Keynes Council, which further dictates the Conditions under which the Premises may be used. The following terms and conditions set out the responsibilities of the Owners and Hirer in meeting these specific obligations.

Definitions

2. The 'Premises' are the Coronation Hall, Stoke Road, Water Eaton, Bletchley, Milton Keynes, MK2 3AB
3. The 'Owners' are the Trustees of the Coronation Hall appointed by Deed of Appointment under the terms of a Deed of Trust dated 15 October 1937. The Trustees are bound by charity law and the requirements of the Charity Commission as regulator.
4. The 'Owners' Representative' is the person named on the Booking Form who accepts the booking under the terms and conditions of this agreement on behalf of the Owners.
5. The 'Hirer' is the person named on the Booking Form, who in signing this document accepts full responsibility for ensuring compliance with these terms and conditions.
6. The 'Licensee and Designated Premises Supervisor' is Tom Inwood of TNI Bar Services (tel. 07889387749), who holds a personal licence for the provision of alcohol on the premises.

Hire charges

7. The charges for hiring the Premises on Saturdays are £25 per hour *or* £300 per day[1] payable in full 2 weeks before the event. A deposit of £100 is payable on booking the Hall, £50 of which is non-returnable in the event of cancellation by the Hirer. *Failure to comply fully with the terms and conditions stated in this Agreement will result in loss of the full deposit*. No reservation will be accepted without a deposit.

8. Additional charges will be made as follows*:*

Extra Cleaning of tables and floor	£35
Cooker cleaning charge	£15
Tables put away dirty (unless extra cleaning requested)	£5
Debris left outside the Building	£10
Loss of key(s)	£15
Inappropriate action triggering fire alarm	£50

[1] **See clause 34 for permitted hours of use**

9. The Hirer will be held responsible for any damage to the building, furniture, fixtures or fittings incurred during the hire period. Any loss or damage thereto will be charged at repair or replacement cost, if in excess of the deposit amount.

10. The Deposit, completed Booking Form, remaining Hire Charge and additional cleaning charge should be returned to Mrs J Bacon, 12 Chestnut Crescent, Bletchley, Milton Keynes, MK2 2LA, telephone 01908 374132. Cheques should be made payable to **The Coronation Hall**.

11. The deposit will be returned to the Hirer after the Event, less any additional charges (see above) within 7-14 days after the event.

12. The Owners reserve the right to refuse or cancel any booking if in their opinion this proves necessary. In the event of such cancellation the Deposit will be returned in full.

13. The Owners do not under any circumstances accept responsibility or liability in respect of any damage to, or loss of, any property, articles or things whatsoever placed or left in the Premises by the Hirer for their own use or purpose.

Facilities covered by this Agreement

14. Use of the Premises includes use of the main Hall, kitchen, bar area, toilets and access to limited car parking bays to the front of the building. Chairs and tables are provided for the Hirer to use. Drinking water is available from mains water tap in the kitchen. The Owners are responsible for the provision of mains services, the maintenance of furniture, fixtures and fittings and cleaning, subject to any additional cleaning requirements specified under the Terms of this Agreement. If the Hirer becomes aware of any damage or defects of the Premises, these should be reported to the Owners' Representative.

15. The Hirer shall ensure that no Bluetac, Whitetac, Sellotape, Magic Tape, other adhesives or drawing pins are used on walls. Decorations, posters etc. provided by the Hirer may only be fixed to the hooks and strings supplied.

16. Any apparatus or equipment brought onto or used on the Premises must be of good standard, in good repair and used in accordance with the manufacturer's instructions by a competent person. All items must be removed after the event unless written consent has been given by the Owners' Representative. Any such consent shall not incur the Owners in acceptance of any responsibility for loss or damage.

Permitted usage of the Premises and facilities

17. The Premises are licensed between designated hours for recorded music inside the building and facilities for dancing indoors, provided such activities do not disturb the peace of local residents. The Hall itself must be vacated completely by midnight on Saturdays (see clause 34) After receiving complaints from local residents, which could result in losing the Premises Licence, the **Trustees have reluctantly imposed a limit of 11.00pm for recorded music and dancing, so that Hirers have sufficient time to clear and vacate the premises.**

18. A sound control system operates at all times to ensure that noise levels in the hall do not exceed the maximum 99 decibels permitted by MK Council under our licence agreement. Information on how the system works is posted in the Hall. In addition, **power to electric sockets in the main Hall and Kitchen will automatically be switched off at 11.00pm**.

19. The playing of live music is not permitted in the Hall without prior permission from the Owners' Representative.

20. The Hirer shall accept full personal responsibility for ensuring that noise in and around the Hall is kept to a reasonable level at all times. In particular, the playing of music or other amplified equipment must be kept below the maximum level indicated above. As the Hall is located in a residential area, all doors leading to the street must be kept closed so as not to disturb local residents. Complaints received from neighbours about unacceptably high noise levels are likely to result in loss of the Hirer's deposit.
21. The supply of alcohol for consumption on the Premises is permitted only when the designated premises supervisor, who holds a personal licence for the supply of alcohol, is present, between the hours of 12 noon and 11.00pm on Saturdays (6pm and 1.30am on New Year's Eve). The bar shall close at least 30 minutes before the end of the function.
22. No eating or drinking is permitted outside the Hall during the function. The Hirer shall ensure compliance with this condition and shall require users of the Hall in possession of food or drink to return to the Hall immediately.
23. If a licensed bar has been requested, the Hirer is not permitted to bring any other drinks onto the Premises without prior agreement with the Licensee.
24. Smoking is not permitted anywhere on the premises and the Hirer must ensure that the door leading to the front of the building, which may be used by smokers, is kept closed at all times.
25. The following activities are not permitted on the Premises:
    - the use of non-prescribed drugs
    - the use of special effects involving pyrotechnics, lasers, naked flame or smoke production
    - the admittance of dogs, other than guide-dogs.
26. The Hirer shall be responsible for the proper conduct of all persons using the Hall. Should any person cause annoyance or inconvenience to other persons, including local residents, the Hirer shall take all necessary steps to deal with the offender.

Public Safety

27. A plan of all Fire Exit points, the assembly point and position of fire extinguishers is posted in the Entrance Foyer to the Right of the notice board and on the wall to the left of the entrance for disabled people. The Hirer must be familiar with the Fire Safety Procedure and ensure that users are given this information at the start of the function. The Hirer shall also ensure that all exit routes to which users have access shall be kept free from obstruction whilst the Hall is in use. In case of emergency, the Gas cut-off point is located in the disabled toilet.
28. Extreme caution must be applied when candles or tea-lights are used in close proximity to paper tablecloths or other flammable materials. The attention of the Hirer is drawn in particular to the fire risks involved, especially when the air conditioning unit is in use, thereby creating additional draught. The Hirer shall take all reasonable steps to minimise such risks.
29. Please note that inappropriate actions by users resulting in the fire alarm being triggered will incur a charge of £50 to cover the costs of callout and resetting.

30. The use of smoke machines will trigger the fire alarm and will incur a £50 fine.

First Aid

31. The Hirer shall provide appropriate first aid materials and must inform the Owners' Representative within 24 hours of details of any personal injury occurring at the Premises.

32. Any Hirer representing a club or organisation shall be responsible for insurance for any physical activity and shall provide a copy of the public liability and personal injury insurance to the Owners' Representative.

Parking

33. There are 4 designated car parking spaces to the front of the Hall. Additional parking may be available in the Veterinary Practice car park next door (providing the Practice is not in use). The Hirer shall ensure that users of the Hall park in the designated areas wherever possible and at no time obstruct the public footpath, access to neighbouring properties or the public highway. Parking on the Green is not permitted at any time. The Hirer shall require anyone causing obstruction to move their vehicle to a designated area immediately.

Vacating the Premises

34. **The Hall must be fully vacated by midnight on Saturdays (1.30am on New Year's Eve). The Function itself must finish by 11.00pm on Saturdays to allow time for guests to depart and for Hirers to clear and vacate the Hall by midnight. Failure to comply with this requirement will result in loss of the deposit.** The premises are not licensed or insured after these times. The Hirer shall request that all users of the Hall respect the peace of local residents and do not cause obstruction, disturbance, noise or damage when leaving the Premises.

35. The Hirer must leave the Hall, bar area, kitchen and foyer in the condition in which it is found. Tables must be cleared, glass bottles placed in the plastic bin located in the bar area and all other rubbish put into black plastic sacks and placed in the skip outside the kitchen door. Any tables used must be left clean unless the Hirer has opted to pay the additional £35 cleaning charge to cover this.

36. The Hirer shall ensure all doors are locked and post any keys left in their care through the letter box on departure.