



Meadow Room – Terms and Conditions of Hire

These Terms and Conditions of Hire apply to all hires of the Meadow Room. If the Hirer is in any doubt as to the meaning of the following, the Booking Clerk should be consulted.

“Premises” shall from hereafter include the Meadow Room, the outside grounds and Car Park area.

“Hirer” shall mean an individual or, where the Hirer is an organisation, the authorised representative.

The Meadow Room Management Committee, MRMC, prohibit the hire of the premises to any person under the age of 18 years and for the purpose of 17 – 21 birthday parties. The hire of part of the premises does not imply sole use of the building.

A verbal booking (subject to availability) will only be confirmed on receipt of the following by the Booking Clerk in advance of the proposed booking:

- A copy of the Agreement to Hire form being signed and returned together with the deposit payment
- Full payment of the deposit as also shown on the Agreement to Hire form
- Full payment of the hire fee as shown on the Agreement to Hire form

Note: Payment must be by cash or bank transfer, BACS. Cheques are not accepted.

The deposit will be returned to the Hirer once the premises have been inspected by an authorised representative of the MRMC and it is deemed no damage, accidental or otherwise, has been done to the Premises; the Premises have been left in a clean and tidy condition; entry fob has been returned; and no further expense will be incurred by the MRMC in accordance with this booking. If not complied with it will be the decision of the MRMC as to what proportion of the deposit shall be retained. This decision is non-negotiable. Note: Cleaning is the responsibility of the hirer and is NOT included within the hire fees.

The Meadow Room is a community building and a registered charity.

The MRMC will withhold deposits, in all or part, if the following Terms and Conditions are not adhered to:

1. Supervision and Capacity

The Hirer shall, during the period of the hiring, be responsible for supervision of the Premises, the care of the fabric and the contents, and will ensure safety from damage however slight or change of any sort and the behaviour of all persons using the premises including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

The maximum seated capacity in rows shall not exceed 120 people and the maximum seated capacity around tables shall not exceed 100 people.

As directed by the MRMC, the Hirer shall pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents, for any loss of contents and for all cleaning.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Agreement to Hire form as signed by the Hirer, and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without permission and the appropriate licence being enforce, these being the responsibility of the hirer.

3. Hire Sessions

Hire sessions will be a) 8:00am-11:30am b) 11:30am-3:00pm c) 3:00pm-6:30pm d) 6:30pm-Midnight e) 8:00am-Midnight (all day session)

Clearing and cleaning of the Premises must be completed by the end of the agreed hire session. The hire of part of the premises does not imply sole use of the building. Preparation for the event and clearing / cleaning must occur within the agreed hire session unless otherwise agreed and additional fees paid. Contraventions will incur an additional session fee. Failure to comply with agreed hire times as per the Hire Agreement will result in loss of deposit.

4. Stored Equipment

The MRMC accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or returned to storage area(s) previously agreed by the MRMC. Fees determined by the MRMC will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

5. No Alterations or Fixtures

No alterations or additions may be made to the premises. No items, posters, pictures, notices or similar may be affixed to plaster walls or doors by any means nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the MRMC. Any damage caused due to contravention will incur a minimum £20 per affixed item up to full amount of deposit. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the MRMC remain in the premises at the end of the hiring and become the property of the Meadow Room or be removed by the Hirer who must make good to the satisfaction of the Committee any damage caused to the premises by such removal.

6. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to Booking Clerk as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Bookings Clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR). The Meadow Room does not have a telephone and mobile telephony is intermittent. So as to be able to summon an Emergency Service hirers must have access to a mobile telephone.

7. Health and Safety

The hirer is responsible for ensuring they and their guests are aware of the location and operation of fire extinguishers and will ensure fire exits are not obstructed and are unlocked at the commencement of the hire session. The hirer will be responsible for risk assessing activities during the hire session. In the event of any fire the Fire and Rescue service is to be made aware. All incidents of a Health and Safety or Fire Safety nature are to be reported to the Booking Clerk

8. Licences

The Meadow Room does not have an Entertainment / Alcohol Licence. Hirer shall be responsible for obtaining such Licences as may be required. Prior to application for such licences written approval of the MRMC must be gained.

9. Gaming, Betting, and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

10. Health and Hygiene

The Hirer shall, if preparing, serving or selling Food, observe all relevant Food Health and Hygiene Legislation and Regulations.

11. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner. The MRMC reserves the right to examine the required Certification issued by a competent Person or Company in respect to the testing of any such electrical appliances or equipment.

12. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment.

A fire-risk assessment for the known hazards has been carried out by the MRMC. The introduction of a new fire risk by the Hirer either as a source of ignition e.g. Lighting of Candles, or as new flammable materials e.g. solvents, paper hangings must be accompanied by a risk assessment carried out by the Hirer.

13. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children. (The Hirer will be expected to have themselves aware of the liabilities stated in the above legislation).

14. Compliance with the Health Act 2006 Prohibition of Smoking in Public Places

The Hirer shall, and shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. (The Hirer will be expected to have themselves aware of the liabilities stated in the above legislation).

15. Animals

The Hirer shall ensure that no animals (including birds) except guide / assistance dogs are brought into the premises, other than for a special event agreed to by the Meadow Room Management Committee. No animals whatsoever are to enter the Kitchen at any time.

16. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any Code of Practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall the organiser's name and address and any discounts offered are based only on Manufacturers' Recommended Retail Prices.

17. Noise

The Hirer shall ensure that the minimum level of noise is made on arrival, during the hire period and departure, particularly late at night and early in the morning. It is a condition of hire that external doors are kept closed to limit neighbour noise. All music will end by 11:30pm and the function will end by 12 midnight.

18. The Right to Enter

Any member of the MRMC has the right to enter the Premises at any time other than during events falling under the provisions of the Children Act 1989.

19. End of Hire Period

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. All refuse is to be placed in the bin at the rear of the building. The premises being properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. All keys and or entry fobs returned to the Booking Clerk. If the premises are not left clean and tidy a charge equal to the cost of cleaning plus a penalty fee of £40 retrieved from the deposit.

20. Cancellation

If the Hirer wishes to cancel the booking before the date of the event the hirer must inform the Booking Clerk, in writing, immediately. If the Booking Clerk is unable to conclude a replacement booking, the question of the payment or the repayment of the Hire fee shall be at the discretion of the MRMC. If cancellation is made within 14 clear days prior to the contracted booking a cancellation fee equal to full cost of the hire will be made.

The MRMC reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election
- (b) The MRMC reasonably consider that (1) such hiring might lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (2) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) The premises becoming unfit for the use intended by the Hirer.

21. No Rights

The Agreement to Hire constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.