

MOLLINGTON, BACKFORD & DISTRICT VILLAGE HALL (MBDVH)

HIRER AGREEMENT

1. Opening and Closing the MBDVH

Keys will be available from the Booking Secretary.

On leaving the MBDVH please ensure all lights are switched off, all windows and doors are securely locked.

Your Hire Period is specified in your booking. Please ensure that any outside caterers or contractors are aware of this period, and that they cannot enter before, or leave after the Hire Period. Guests are expected to vacate the premises 15 minutes after the end of a licensed period. Failure of a Hirer to clean up to the required standard may result in forfeiture of any deposit. All breakages are the responsibility of the Hirer with costs being paid to MBDVH.

2. Safeguarding

MBDVH is committed to creating a safe environment for children, young people and vulnerable adults. Please note that, as a Hirer, you are required to reference, read and agree the MBDVH "Safeguarding Children and Young People" document on the www.mbdvh.org.uk website.

3. Safety

MBDVH operates under a NO SMOKING POLICY.

Hirers should note where the fire exits and fire extinguishers are located and understand the evacuation procedures, so that they can inform their users/guests at the outset.

In case of an emergency a pay phone is located in the entrance with full details of the location address.

Please use the trolleys provided to move chairs and tables in order to avoid injury. Chairs should be stacked no more than 6 high, and stored away from radiators and fire exits. A plan on the Garden Room wall confirms allocated storage.

First Aid boxes are located in the Kitchen and Committee Room. The Health and Safety File is kept in the kitchen.

4. Heating

Please leave the room thermostat at 15-20 degrees (it is located on the wall in the main hall). The heating is timed to turn on and off so please be aware that

the system needs to be returned to these default times in the event of any override.

5. NO unauthorised additional electrical appliances must be used in the MBDVH. Approval must be gain prior to usage from a member of the Management Committee. The applicant must b P.A.T. tested for safety purposes.

6. Car Park

Please do not park on the road. MBDVH will accommodate a good number of cars if they are parked sensibly, so please be considerate to other users and be aware of the Disabled Parking spaces located closest to the entrance door.

7. Consideration of others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or Sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters or where they may trip people and cause injury.

Please leave MBDVH clean and tidy and we ask you to ensure table tops are wiped clean before being stacked. Leave all waste in the appropriate bins outside or take it home with you to dispose of correctly (recycling).

8. Faults/Comments

Please report any faults to the Booking Secretary as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of MBDVH.

Please sign to confirm that you have read the Hiring Contract and Policies and agree to the terms and conditions.

SIGNED:..... DATE:

PRINT NAME:

Please pass this signed document to the Booking Secretary before commencing your hire.