

Micklefield Community Centre

Venue Hire Terms & Conditions

1. Venue Hire

Micklefield Community Centre offers the following facilities for hire:

Facility	Hire Fee
Main Hall	£20.00–£30.00 per hour
Small Hall	£20.00–£30.00 per hour

Hire fees may vary depending on the day and time of the booking. Please contact the Centre for the applicable rate.

Bar Hire

- Bar facilities are available **on request**, subject to availability.
- The cost of bar hire will depend on the **hours required** and will be confirmed at the time of booking.

Hours of Availability

- **Monday–Thursday:** 9:00am – 10:00pm
- **Friday–Saturday:** 9:00am – 12:00am
A one-hour extension may be available on request, subject to approval.
- **Sunday:** 9:00am – 6:00pm

Booking Restrictions

- **Birthday party bookings for guests aged 13–20 years are not accepted.**

The hire fee includes access to the relevant hall, kitchen facilities, toilets and bathrooms, and tables and chairs available for use during the hire period.

2. Booking & Payment

- A 25% deposit of the total hire cost is required to secure and reserve the booking date.
 - The remaining balance of the hire cost, together with a £100.00 security bond, must be paid in full no later than 14 days before the booking date.
 - The £100.00 security bond will be returned after the event, subject to the venue being left in an acceptable condition and all Terms & Conditions having been complied with.
 - Micklefield Community Centre reserves the right to cancel any booking where the required payment has not been received by the due date.
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3. Cancellation Policy

- Cancellation more than 1 month before the booking: Full refund will be provided.
 - Cancellation within 1 month of the booking: 25% of the total booking fee will be payable.
 - Cancellation within 7 days of the booking: 50% of the total booking fee will be payable.
 - Cancellation on the day of the booking: No refund will be provided, and the full booking fee will be payable.
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4. Holding Deposit, Damage & Cleaning

The hirer accepts full responsibility for the condition of the premises throughout the hire period.

The **£100.00 holding/security deposit** is retained against:

- Damage to the building, fixtures, fittings, furniture or equipment.
- Missing or broken items.
- Excessive cleaning required following the event.
- Failure to leave the premises in a clean and satisfactory condition.

Should the cost of repairs, replacement or cleaning exceed the deposit amount, the hirer agrees to reimburse Micklefield Community Centre for all additional costs incurred.

5. Alcohol Policy

- **No alcohol may be brought onto the premises for sale or free distribution.**
 - Alcohol may only be purchased from the Community Centre's licensed bar.
 - Hirers wishing to use the bar must arrange this in advance.
 - A **£50.00 bar booking fee** applies.
 - Any unauthorised alcohol may result in the event being terminated without refund.
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6. Entertainment & Music

Where DJs, live performers or amplified music are used:

- All electrical equipment brought onto the premises must be **PAT tested**, safe and fit for purpose.
- The hirer is responsible for ensuring any DJ, entertainer or contractor complies with all relevant health and safety legislation.
- Any person operating music equipment must hold any licences required by law for their activities.

- The hirer is responsible for ensuring all entertainment complies with current UK licensing legislation.
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7. Use of the Premises

The hirer agrees to:

- Use the premises only for the purpose stated on the booking.
 - Ensure the maximum room capacity is not exceeded.
 - Supervise all guests throughout the event.
 - Respect neighbouring properties by keeping noise to a reasonable level.
 - Leave the premises clean and tidy.
 - Remove all decorations, rubbish and personal belongings before leaving.
 - Return all tables, chairs and equipment to their original positions.
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8. Health & Safety

The hirer is responsible for:

- Keeping all fire exits and escape routes clear at all times.
- Familiarising themselves with emergency evacuation procedures.
- Supervising children and vulnerable adults at all times.
- Ensuring no illegal activities take place on the premises.
- Ensuring all contractors and entertainers comply with current health and safety legislation.

Smoking and vaping are strictly prohibited inside the building.

9. End of Hire

The hire period includes sufficient time for setting up, the event itself and clearing away afterwards.

The premises must be vacated promptly at the end of the booked hire period.

Under no circumstances may any guests, contractors or organisers remain on site after 1:00am.

Additional charges may apply where the premises are not vacated by the agreed finishing time.

10. Liability

Micklefield Community Centre (MCA) accepts no responsibility for:

- Loss, theft or damage to personal property.
- Any loss, theft, damage or other incident involving vehicles or their contents while parked in the Centre's car park.
- Injury or damage resulting from the hirer's negligence.
- Any losses arising from circumstances beyond the Centre's reasonable control.

The hirer agrees to indemnify Micklefield Community Centre against any claims arising from their use of the premises.

11. Right to Refuse Hire

Micklefield Community Centre reserves the right to:

- Refuse or cancel any booking.
 - End an event where these Terms & Conditions are breached.
 - Recover the costs of any damage, repairs or additional cleaning.
 - Refuse future bookings from hirers who fail to comply with these Terms & Conditions.
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Hire Charges

Item	Charge
Large Hall (Capacity 120)	£20-30.00 per hour
Small Hall (Capacity 60)	£20-30.00 per hour
Bar Booking Fee	depend on the hours required and will be confirmed at the time of booking.
Holding/Security Deposit	£100.00

Acceptance

By paying the **£100.00 holding/security deposit**, the hirer confirms that they have read, understood and agree to comply with these Terms & Conditions and accept responsibility for all persons attending their event.