

## **ADDITIONAL INFORMATION FOR HIRERS**

It is the responsibility of the person completing the booking form to ensure that whoever will be opening up the hall/rooms and running the event understands and complies with the Conditions of Hire and the guidance provided here.

Before the event:

- Keys must be collected from the office no later than the morning of the hire, or the preceding Thursday morning for weekend hires. A returnable key and damage deposit of £200/£100 is required at that time, payable by cheque, in cash or by card. Please check office opening hours to ensure the keys can be collected in time. The volunteers in the office may call the telephone number on the booking form as a reminder if the keys haven't been picked up, but this should not be relied upon. It is just a courtesy if time permits and is not a normal part of the procedure. It will not usually be possible for keys to be picked up outside office hours and no refunds will be made if events are disrupted because keys have not been picked up.
- If you're using the kitchen, please be aware that the only equipment that is provided is washing up liquid, and some paper towels. Tea towels, dish washing clothes, bin bags etc must be provided by the hirer.

During the event:

- The hirer must ensure that a responsible adult over the age of 25 is in attendance at all times.
- The Association does its best to provide a safe and secure environment. However, the safety and security of anyone attending the event and their possessions is the responsibility of the Hirer. This is especially relevant if children or vulnerable individuals of any age are involved. Please be aware of the additional risks that might occur if external doors are left open, for instance in hot weather or when moving equipment in or out of the premises.
- To minimize the risks of unauthorised access, it is acceptable to politely challenge/offer assistance to anyone in the building who is not expected. Any remaining concerns must be reported to the office as soon as possible.
- Use of candles is prohibited.
- The heating is controlled on a central timer. If needed, the thermostatic controls on each radiator should be used to adjust the temperature. Hirers should turn all radiators down to their lowest setting at the end of the hire.
- Fire exits and access to them must be kept clear at all times, bearing in mind that access may be required from other rooms in the building.
- All accidents or injuries incurred on the premises must be reported to the office as soon as possible, in person, by phone or by email, so they can be recorded in the accident book.

At the end of the hire:

- The rooms including floors must be left in a clean and tidy state. Brooms are available in the tall cupboard in the entrance hall and a mop and bucket is kept in the ladies toilet.
- Furniture & equipment should be returned as it was at the start. Chairs in the main hall should be stacked in 8s against the side walls between the entrance wall and the piano on the right and the emergency door on the left.
- Hirers must ensure that all lockable cupboards are locked after use. MCA accepts no responsibility for personal/hirer-owned items stored on the premises. All storage facilities including kitchen cupboards remain the property of MCA, who reserve the right to reallocate storage/move contents, with appropriate consultation if personal/hirer-owned items are involved.
- All bins must be emptied and all rubbish removed from Liston Hall and taken home. There is no bin outside or in the car park for waste and penalty charges will be applied if we have to dispose of rubbish.
- All lights must be turned off. If you are the last hirer in the Main Hall or Garden Room, please also turn off the lights in the toilets. If you've used the Thames Room, please also turn off the lights in the toilet and corridor.
- Please ensure the building is locked as appropriate. The Thames Room door self-locks. The main entrance door should be locked on exit if you are the last person in the main part of the building.
- All keys should be returned immediately after the event through the letterbox outside the main door of the hall.