

MARLOW COMMUNITY ASSOCIATION

LISTON HALL, CHAPEL STREET, MARLOW, SL7 1DD Registered charity 300301
☎ 01628 472558 Monday to Friday, 9.00am – 12.00noon (Wednesday 10.00 to 12.00)
www.listonhall.co.uk marlowcommunity@btconnect.com

HIRING AGREEMENT

A. THE MARLOW COMMUNITY ASSOCIATION agrees to permit the Hirer to use that part of the premises designated in paragraph 3 for the period(s) and purposes described below in consideration of the sum(s) mentioned in paragraphs 3 and 4. For more information about the handling of your personal data please refer to our Data Protection Policy which is available from the office and on the website.

1. Day: _____ Date: _____ Time: From _____ To _____
Repeat dates: _____
2. Purpose of hire _____
3. Room(s) and facilities to be hired: please tick as required

Hall	_____	£	_____
Garden Room	_____	£	_____
Thames Room	(not suitable for wheelchairs) _____	£	_____
Bruce Room	_____	£	_____
Kitchen Full catering	_____	£	_____
Tea/coffee	_____	£	_____
Plate hire (no cutlery available)	_____	£	_____

Hire of the kitchen does not give exclusive use to one hirer

Pro rata extra hours _____ £ _____

Bookable extras (tick as needed; keys required)	Digital projector	£	_____
Sound system	Piano	Hearing loop	No charge

4. **TOTAL HIRE FEE** _____ £ _____
Less 1/3 Booking Fee received: Receipt No _____ £ _____
Balance due at least 28 days before date of hire _____ £ _____

Please make cheques payable to Marlow Community Association or contact office for a reference to pay online by BACS. Details are available on the website at www.listonhall.co.uk

5. **£200/£100 returnable deposit - PAYABLE ON KEY COLLECTION**

B. The Hirer has read and agrees to observe the provisions and stipulations contained or referred to in the Association's Standard Conditions of Hire for the time being in force and as shown overleaf. The Hirer has also read, understood and is willing to implement the Liston Hall Fire/Other Emergency and Evacuation Procedures as required.

6. Hirer Organisation: _____
Hirer / organisation type (section/affiliate/community/commercial)
Individual Hirer or Organisation Representative:
Name (block capitals): _____
Email: _____ Tel. no: _____
Address: _____ Post code: _____
Signed: _____ Date: _____

7. Booking confirmed on behalf of MCA by: _____

8. The premises **WILL BE OPEN/WILL BE LOCKED**, please collect the key from the MCA Office
on or before _____ during office hours (see top of form)

**PLEASE READ CONDITIONS OF HIRE SECTION 9
OVERLEAF AND COMPLETE IF APPLICABLE.**

OFFICE USE ONLY	INPUT SKEDDA BY.....	<input type="text"/>
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MARLOW COMMUNITY ASSOCIATION - CONDITIONS OF HIRE OF LISTON HALL

1. PAYMENT

- (a) **Non-returnable** Booking Fee of one third of hire fee on application.
- (b) Balance of hire fee payable at least twenty eight days before hire date; an invoice will be sent.
- (c) Returnable Deposit to be paid by cash, cheque or card prior to the event or on key collection on account of damage and/or breach of these Conditions. Deposit is returnable seven days after the event subject to key return & damage inspection.
- (d) Sections and Affiliated organisations must pay fees within twenty eight days of invoice, which will be issued at the start of the month of the booking.
- (e) Sections and Affiliates (who do not pay a returnable deposit) will be invoiced for any damage caused to the digital projector or other equipment.

2. CANCELLATIONS

- (a) Must be in writing and must be received not less than four weeks before hire date or full hire charge payable.
- (b) Sections and Affiliated - 50% charge if cancelled between three and six weeks of hire date, full charge if cancelled within three weeks of hire date.

- 3. **DAMAGE** The Hirer must indemnify the Association for damage to any part of the building and/or contents and/or curtilage thereof during or as a result of the event.

4. INSURANCE

- (a) The Hirer shall be responsible for insurance for third party claims against the Hirer whilst using the premises.
- (b) If appropriate insurance is not provided, the hirer shall be personally liable for such claims. (The Association is covered only for its own negligence.)

5. CONDUCT The Hirer shall

- (a) Supervise the premises and contents, behaviour of all persons arriving at, using & leaving the premises & car parking.
- (b) Satisfy the Association as to adequate stewarding to ensure the safety and security of the premises and all persons attending the event plus their belongings.
- (c) Allow Association Officers, Police or Fire Service free access at all times and obey all requests, particularly as to safety.
- (d) Minimise noise to avoid interference with other activities within the building, or inconvenience to the neighbourhood.
- (e) Comply with the Fair Trading Laws and any code of practice relating to the sale of goods, in particular, total prices and organisations name and address to be prominently displayed and any discounts based on the Manufacturers Recommended Retail Prices.
- (f) Not assign or sub-let the premises or use for any unlawful activity.
- (g) Not remove any furniture from/to other room(s) or outside spaces the rooms during the hire, except with the express prior approval of the Association.
- (h) Not tamper with the speaker system settings, boiler controls or thermostats other than those on radiators.

6. CLEANING AND SECURITY On leaving the premises the Hirer shall

- (a) Return the furniture and equipment to the original positions.
- (b) Secure all doors and windows.
- (c) Leave the furniture, equipment and premises including floors and surrounds clean and tidy. Cleaning materials and equipment are available in the hall cupboard.
- (d) Remove all rubbish. You will be charged for each bag that the Association has to dispose of.
- (e) Return all keys through the letter box.
- (f) Under no circumstances may "clearing up" be left until the next day or rubbish left on or outside the premises.

7. SAFETY

- (a) **Nothing must be done or brought into the premises which will endanger users of the building, invalidate the Association's insurance policies, or infringe the Fire Regulations. In particular, no obstruction of hallways and doorways and no improper use of fire fighting equipment.**
- (b) **Internal fire doors (e.g. from entrance hall to Main Hall and to Garden Room) must not be wedged or propped open.**
- (c) **The hirer must ensure that fire exits and the access routes to them are kept clear AT ALL TIMES, bearing in mind that people from other parts of the building may need to use them in an emergency. See building plan for details.**
- (d) **The Hirer is responsible for meeting any relevant need for DBS checks in accordance with current safeguarding and compliance criteria for anyone, including volunteers, who has contact with children and/or vulnerable adults in the course of the hire. The Association does not accept responsibility for any safe-guarding issues that might arise while under the hirer's jurisdiction and business.**
- (e) **All accidents must be reported to the office immediately, in person if the office is open or in writing. Accident report forms are in the First Aid boxes in the Kitchen and the Thames Room.**

8. LICENCES The Hirer shall

- (a) Obtain any Licence necessary in connection with the event unless already held by the Association.
- (b) Comply with the Association's Music and Dancing Licence, a copy of which is available for inspection and the Hirer shall be deemed to have notice of its conditions.
- (c) Comply with the Law relating to betting, gaming and lotteries.
- (d) Indemnify the Association against any infringement of copyright in any dramatic or musical work performed at the event and produce any licence to the Association before the hire date.

9. INTOXICATING LIQUOR The Association's express prior consent must be obtained:

- (a) to bring, sell or consume alcoholic liquor on the premises.
- (b) to apply for a Temporary Event Notice from the local authority e.g Wycombe District Council. This is the hirer's responsibility as is ensuring compliance with all relevant licensing legislation. A copy of the Notice must be provided to the Association in advance of the event and the Notice must be prominently displayed at the event.

If (b), whose name will be on the Notice?

For (a) and (b)

Hirer name.....Signature.....

Permission is granted for (a) and/or (b) by Marlow Community Association, subject to Licensing Laws.

Signed on behalf of Marlow Community Association.....

MARLOW COMMUNITY ASSOCIATION - CONDITIONS OF HIRE OF LISTON HALL (continued)

10. **CAPACITY** Fire Regulations restrict the number of persons in the **whole** building to a maximum of 250. Per room, the maximums are Main Hall – 200 standing, 175 with theatre-style seating, 120 seated with tables; Garden Room – 40 standing, 36 seated; Thames Room 50 standing, 48 with seating; Bruce Room - 8 seated.
11. **HOURS** Unless agreed in writing, the premises must not be used outside the hours stipulated in the Hirers Agreement.
12. **LOSS OF PROPERTY** The Association accepts no responsibility for damage or loss of property of persons using premises.
13. **NOTICES AND SIGNS** Nothing is to be attached to any part of the premises without the express prior approval of the Association.
14. **ELECTRICAL EQUIPMENT & LIGHTING**
 - (a) No alteration or addition may be made to the existing electrical system without prior written consent.
 - (b) The hirer is responsible for the safety and maintenance of any electrical equipment brought onto the premises.
 - (c) The hirer must ensure that all cables are suitably covered and do not present a hazard. Cable covers for this purpose can be found in the tall cupboard in the entrance hall. Hirers are required to use them to cover cables that are on the floor and return them to the cupboard at the end of hire.
15. **THE ASSOCIATION RESERVES THE RIGHT**
 - (a) To refuse any application for hire without specifying a reason.
 - (b) To cancel bookings if premises required as a Polling Station or rendered unfit for the intended use.
 - (c) The Association reserves the right to modify the hire charge should an event be cancelled due to extremely adverse weather.
 - (d) To impose such further conditions as it may see fit.

LISTON HALL EVACUATION PROCEDURES

All persons, whether hirers of a room, or rooms in Liston Hall, MCA staff, volunteers or committee members, must pay close attention to the contents of this document so as to ensure a smooth evacuation of the premises should it become necessary.

An **EMERGENCY**, which appears to justify an evacuation of Liston Hall, may take one of several forms. FIRE is the obvious one. Others may include a GAS ESCAPE, a complete POWER FAILURE or severe DAMAGE to the building due to adverse weather conditions or other cause.

As there is no public telephone available in Liston Hall, all hirers are asked to ensure that at least one mobile phone is available amongst those attending the function.

At the commencement of the function hirers should prepare for the possibility of an evacuation by:

- o Compiling a list of the number of people present at the event, preferably including names.
- o Explaining the evacuation procedure to all present, indicating the Emergency Exists.
- o Specifying a particular part of the Liston Road Car Park as the Assembly point for everyone.

In the case of an actual evacuation hirers should:

- o Ensure that all those present at their event leave the building by the nearest emergency exit, in a safe and orderly manner.
- o Check that everyone at their event has been accounted for. For example, is anyone in the toilet?
- o Co-operate with any other hirers/MCA staff, if present, to ensure that nobody is left in the building.
- o Call the Fire Service and the Police.

Fire Extinguishers:

- o Although fire extinguishers are provided in all rooms, in accordance with current Fire Regulations, they should only be used if you feel competent to do so.
- o Most extinguishers contain water in one form or another. These should **NOT** be used on electrical equipment.
- o Disconnect the power supply to burning electrical equipment before using a fire extinguisher on it.
- o There are particular extinguishers and/or fire blankets for use on electrical and oil based fires.
- o For added safety, carefully read the instructions on any extinguisher before operating it.

MARLOW COMMUNITY ASSOCIATION

LISTON HALL - EMERGENCY EXITS

EE = emergency exit

Drawing not to scale

----- emergency exit access path
----- MUST BE KEPT CLEAR

← ← ←
Evacuation
Assembly Area is
Liston Road car
park
← ← ←

← ←
Assembly Area
← ←

