



# Cleobury Mortimer Market Hall

## Market Hall Booking Form

Date of booking		
Times required		
Type of event/ Room Set up required?		
	Meeting room (downstairs) 20 capacity	Function room (upstairs) 60 capacity
<i>Rooms are charged at £10 per hour. There are toilets on both floors, a small kitchen downstairs and a larger kitchen upstairs with cooker. Additional tables and chairs are stored upstairs. PA system is available upstairs and a screen and projector that are available on request. Wifi is available throughout the building.</i>		
Name of hirer		
Address of hirer		
Phone number		
Email address		

Please return completed form by post or email to Sam Dolphin, Market Hall Manager, Market Hall, Church Street, Cleobury Mortimer, Kidderminster. DY14 8BX  
cleoburymarkethall1@gmail.com

Invoices are issued monthly or prior to single use events and can be paid by cheque, cash or bank transfer.

I agree to abide by the terms and conditions of the hire of Cleobury Mortimer Market Hall rooms and facilities.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



# Cleobury Mortimer Market Hall

## Terms and Conditions of Hire.

Cleobury Mortimer Market Hall is NO SMOKING and NO VAPING throughout

Responsibilities of the Hirer: The Hirer shall:

1. Be over 21 years of age at the time of booking, and during the period of the hiring shall be responsible for the safety and security of the whole building and its surrounding area, and it's occupants, e.g. ensuring fire exits are kept clear at all times.
2. Appoint a person who will have responsibility for contacting the emergency services should the need arise during their use of the Hall.
3. Be responsible for the setting up and clearing down of the Hall after the event, putting back the furniture, securing doors and windows, turning off all equipment properly and cleaning the Hall.
4. Shall ensure the minimum of noise is made on arrival and departure. If Hall staff request noise levels be reduced this request is to be adhered to.
5. Not use the premises for any other reason than that stated on the booking form, and shall not sub-hire 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 that may endanger the same or render invalid any insurance policies in respect of the premises.
6. Be responsible for obtaining any such licences and similar as may be required for the purpose of their booking that are not held by Cleobury Mortimer Market Hall. All related licences and similar must be obtained prior to the booking and made available to the Market Hall Manager.
7. Ensure that nothing is done on the premises in contravention of the law relating to Gaming, Betting and Lotteries.
8. Comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority or otherwise;
9. Be responsible for ensuring that all legislation relating to participating children and vulnerable adults involved in their booking be complied with at all times and that such people are supervised at all times.
10. If preparing or serving food observe all relevant food health and hygiene legislation and regulations.
11. Ensure that all other legislation and similar relating to their booking and use of the hall and surrounding area are complied with at all times.
12. Ensure that any electrical appliances brought onto the premises and used there shall be safe and in good working order and used in a safe manner, and carry the current appliance test certificate.
13. Ensure that no animals (including birds) but excluding Guide Dogs and registered dogs for people with disabilities are brought into the premises unless agreed to by the Market Hall Manager.



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14. Call the Fire Brigade to any outbreak of fire, however slight, and details thereof shall be given to the Market Hall Manager.
15. Report all accidents involving injury to the public to the Market Hall Manager as soon as possible and complete the relevant section in the Market Hall's accident book. Any failure of equipment belonging to the Market Hall or brought in by the Hirer must also be reported as soon as possible.
16. Ensure that at no time does the hirer, or any people involved with the hiring, do anything to limit in any way the quiet enjoyment of the facilities of the hall and surrounding areas by other hirers and users.
17. Ensure awareness of, and compliance with, all the relevant policies of Cleobury Mortimer Market Hall and have all their own relevant formal written policies relating to their activities at the Market Hall.

## Cleobury Mortimer Market Hall:

1. Reserves the right to refuse or cancel any booking. Provisional bookings shall be held for 14 days only, after which time the booking will be considered lapsed. Cleobury Mortimer Market Hall reserves the right to seek a damage deposit for payment for any function. If no damage or excessive cleaning occurs the deposit will be refunded in full within 14 days after the event.
2. Reserves the right to cancel any hiring in the event of the Market Hall being required as a Polling Station or similar purpose. In this case the hirer shall be entitled to a full refund of any monies paid.
3. Will clearly display in the hall details of what should be done in the event of a fire or other emergency.

## Cancellation Policy:

1. We are aware that sometimes hirers will need to cancel a booking. We operate a sliding scale of charges for cancellations as follows:
  - 1 month prior to booking date - 10%
  - 2 weeks prior to booking date – 20%
  - less than a week prior to booking date - 50%

## Insurance:

1. Cleobury Mortimer Market Hall shall not be responsible for: a) loss of or damage to any property brought onto the premises for the event for which the hall was hired or by anyone attending that event; or b) death of or injury to any person while on the premises for that event, unless such death or injury is caused by negligence of Cleobury Mortimer Market Hall, or c) any loss due to the hiring being interrupted, postponed or cancelled because of any breakdown of machinery, failure of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily or permanently closed.



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2. The hirer shall indemnify Cleobury Mortimer Market Hall against any claims, demands, actions, proceedings costs or expenses arising from the hiring or use of the Hall.
3. In the event of any damage or loss to the premises or it's surrounds, or to anything within the said premises or surroundings, arising out of the hire, the hirer shall make good at his own expense all such damage or loss. If the Hirer fails to do so within ten days of the occurrence the hirer shall be taken to have authorised the Cleobury Mortimer Market Hall to make good such damage and the hirer undertakes to indemnify Cleobury Mortimer Market Hall against all costs, charges and expenses in respect of the damage or loss.
4. If the premises are to be hired for a public event for which tickets will be sold, public liability insurance in the sum of £5m MUST be obtained by the Hirer and a copy thereof submitted to the Market Hall's management prior to the event; and where it is necessary for the Hirer to obtain a public entertainment licence such application is to be made to the relevant body and a copy thereof submitted to the Hall's management prior to the event.

## Data Protection

We will store your booking form electronically and/or in paper form securely. Electronic forms can be accessed via a secure Webmail platform or within the Market Hall Office on a One Drive system which is also secure. Paper copies are kept at the Market Hall and locked in the Office used by the Market Hall Manager. These will be kept for no more than 1 year on paper file.

Booking forms will only be accessed by the Market Hall Manager for the purposes of managing bookings, invoicing hirers & for audit purposes. In addition, your name and contact number/email may be included in the paper booking diary to manage day to day bookings. A new bookings diary is started each January and previous diaries are destroyed. Where possible we aim to only include names in the booking diary, you can assist us in this by completing this booking form.

Market Hall Trustee, Market Hall Caretaker & cover staff may have access to the names of hirers for operational purposes but will not have access to their personal contact details unless in an emergency.

We store booking forms and invoices electronically for seven years for tax purposes. After this, they are securely destroyed (electronic copies).

Please contact the Market Hall Manager at any point if you wish to access your data or to have it destroyed.

We will not share your personal data with third parties without your express permission.  
*I accept for the data I supply on this booking form to be used as described above.*

Signed

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Print Name

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Date

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# Cleobury Mortimer Market Hall

## Essential Notes

The following information will help you make the most of your time at the Market Hall, so please give it a read, and ask any questions you may have ahead of your arrival.

The Hall and hired rooms are blank canvases for you to furnish as you require – chairs and tables are provided – you will need to lay these out according to your needs. Please return anything you use to where you found it.

No sticky substances, nails, pins etc are to be used on the walls, ceilings and floors.

The Hall building is a no smoking zone. No dogs either please.

Please familiarise yourselves with the location of fire exits and extinguishers etc: there is a fire alarm on the building, with smoke alarms throughout. Please **DO NOT USE A SMOKE MACHINE** as these will set off the fire alarms.

### **Fire exits are to be found as follows:**

To the front of the downstairs meeting room.

From upstairs function room use the stairs and exit the main entrance.

If stairs are blocked – await fire service for exit from the function room window.

In the event of a fire **DO NOT** use the lift.

The fire assembly point is located in the Memorial Gardens at the front of the building.

Fire extinguishers are located in the first-floor landing kitchen, ground floor reception, ground floor kitchen, in the meeting room, with fire blankets in each kitchen.

Any accidents need to be logged in the accident book which is located in the downstairs kitchen. There is a First Aid kit in each kitchen.

The lights in the downstairs corridor and toilets are automatic and operated by motion sensor – you do not need to turn these off before you leave!

Please only use the spaces you have hired – there may be other people using the other rooms.

**Please take any rubbish away with you.**