

MORTON WAR MEMORIAL INSTITUTE

CONTRACT OF HIRE

TERMS AND CONDITIONS

1. The hire of the Institute must be reserved by a person over 21 years of age (“the hirer”) who must be present throughout the occasion of the event for which the hire takes place (“the event”).
2. The event must not be attended by more than 100 people.
3. No animals are permitted to enter the building without prior written consent.
4. The cost of replacing or repairing (to the condition as at the commencement of the event) any damage to any part of the premises, facilities, decorations or equipment must be met by the hirer.
5. The Beanlands meeting room is not included in the hire of the hall/annexe unless separately agreed and paid for as part of the event.
6. The hirer must comply with all the conditions of the Premises Licence issued by Bradford Council on the 23rd of December 2013.
7. All festivities, including the playing of music, must end at or before 11.30pm. The building must be vacated by 12pm apart from persons remaining to clear up or clean the premises. Please see 14(F) below.
8. All fire regulations must be adhered to. The whole building is a “No Smoking” area. Any form of heating equipment must not be introduced into the premises.
9. The hirer must ensure that visitors’ vehicles are parked safely with consideration to local properties. See 14(F) below.
10. Where the Institute is hired for professional purposes, group activity or similar, the hirer or hired professional person(s) must have in place their own liability and general insurance cover.
11. The front door must be used by all visitors. The side door must only be used for initial access to the Institute and for any deliveries or wheelchair entrance. Once the event begins the side door must be closed other than for emergencies. This requirement is to ensure noise nuisance is kept to a minimum.
See 14 (f) below.
12. We do not accept any form of liability for the use of bouncy castles or similar at the event. Liability insurance for the use of such items must be arranged by the event organiser or obtained from the supplier of such items.
13. We must be notified if you hold liability insurance and, if so, details provided to us when booking.
14. At the end of the hire the premises must be left in a clean and tidy condition. All waste material must be swept up, bagged and stored in the refuse bin provided or taken away. No waste must be left outside the premises other than in the bin.
Additionally:
 - A) All light must be turned off.
 - B) All taps must be turned off
 - C) All doors must be locked and bolted
 - D) All windows must be closed
 - E) All chairs must be stacked to a maximum of four high facing inwards to the rear wall with one row of a single chair facing to the stage.
 - F) Particular attention must be paid to the avoidance of noise and nuisance to neighbouring premises, both during the event and on departure of attendees. The Institute Committee reserves the right to withhold the security deposit if this condition has not been strictly met.

CANCELLATION POLICY

Up to two months prior to the event: Full refund of the hire charge

Up to one month prior to the event: 50% refund of the hire charge

Less than one month prior to the event: No refund of the hire charge

(The security deposit is always refunded)

ADDENDUM

Due to the outbreak of the Covid-19 pandemic additional conditions below have been introduced to ensure the building remains a safe place for persons attending it. The attached addendum states the special conditions introduced and are part of this Contract of Hire to be agreed to by the hirer as part of the Terms and Conditions.

MORTON WAR MEMORIAL INSTITUTE

SPECIAL CONDITIONS OF HIRE DURING THE COVID-19 PANDEMIC

Addendum to the Contract of Hire Terms and Conditions

The special conditions below have been put in place to ensure the safety of the organiser and attendees at events (referred to as “the event” below) taking place within the room(s) of the institute during the Covid-19 pandemic. They supplement the Contract of Hire Terms and Conditions.

The main duty of care falls upon the organiser, i.e. the hirer of the hall, who must agree to the following:

15. Ensure no one reporting as unwell attends the event.
16. Ensure that potential attendees are made aware that they must not attend if anyone within their household has shown symptoms of Covid-19 within the last fourteen days.
17. Maintain and keep a list for twenty one days of all attendees at the event including their contact details to facilitate Track and Trace procedures if they become necessary.
18. Clean surfaces prior to the event commencing (e.g. table tops, sinks, switches (avoid liquid), door handles etc.). Clean the equipment used in the event prior to its use.
19. Clean surfaces at the end of the event (table tops, sinks, switches, door handles etc.). Clean the equipment used in the event prior to storage in the hall’s facilities.
20. Complete the event on time in accordance with the hire contract in place and ensure the hall is vacated immediately after the event and following the cleaning requirements above.
21. Ensure the number of attendees is appropriate for the event and does not exceed the social distancing regulations set by the Government at the time.
22. Ensure attendees use the same entry point and leave using the same exit point adopting the one-way route through the premises. Clause 11 of the Contract of Hire Terms and Conditions does not apply.
23. Ensure only the room(s) assigned in the contract is/are utilised and attendees do not access any other area of the premises.
24. Ensure attendees are aware of the following requirements to use the facilities provided during the event in order to ensure they and others are kept safe.
 - A) To clean hands on entry and exit using the sanitisers.
 - B) To clean hands after visiting the toilets using the sanitisers.
 - C) To maintain the social distancing requirements set by the Government at the time.Ensure attendees are made aware of the locations of sanitisers, sprays etc. and that they are placed out of reach of children at the end of the event.
25. Keep the room(s) ventilated as much as possible, if appropriate, during the event.
26. Ensure persons awaiting collection of attendees at the end of the event remain outside the building.
27. Use the hall stage as a designated area of space if an attendee becomes unwell with covid-19 symptoms prior to arrival of transport to home or hospital. Notify the booking secretary as soon as possible of the occurrence.

I have read and understand the above conditions which supplement the existing Contract of Hire Terms and Conditions agreed between myself (or my company) and the Trustees of Morton War Memorial Institute. I agree to ensure all the above special conditions are adhered to during the event for which I am responsible during the hire period.

WHAT WE ARE DOING

To give you some added assurance that you are not on your own during this difficult period, here is a brief summary of what action we, the Trustees, have taken.

1. Carried out a covid-19 risk assessment to determine actions to be taken prior to re-opening.
2. Erected notices in key locations to remind attendees at the institute of their responsibilities.
3. Provided sanitisers, wipes and paper towels at key locations.
4. Arranged a minimum of one half hour period between the time of completion of one hire and the start of the next.
5. Introduced a stringent cleaning regime which incorporates additional procedures and standards appropriate to the current circumstances.
6. Required all other hirers of events to adhere to these same special conditions.
7. Provided a one-way entrance and exit route to facilitate social distancing.

For your information the sizes of the rooms in square metres are:

Main Hall 71. Beanlands Room 39. Garden Room 27.