

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 11.30 p.m. The building must be vacated by 12 p.m. 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. No form of heating equipment must 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** permit the use of bouncy castles or similar equipment. This is a restriction placed upon us by our insurers.
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)