

MAV HULME COMMUNITY HALL BOOKING INFORMATION



MAV Hulme Community Hall available for booking.
Please contact the main office using contact details below

Phone: 0161 226 8134

Email: office@mavuk.org

Website: mavuk.org





MAV Hulme Community Hall Users Information

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MAV Hulme Community Hall

4 Jarvis Road

Hulme

Manchester

M15 5FS

MAV Hulme Community Hall Price List & Booking Form



MAV Hulme Community Hall Price List & Booking Form

Session 1	8 am – 12pm	£65
Session 2	1pm – 5pm	£65
Session 3	6pm – 10pm	£65

Charges & Main Points

Bookings made online or by email are charged at £60
Book at www.mavuk.org Email: hchbookings@mavuk.org

Hire includes access to kitchen - **Cooking on premises not permitted without prior agreement.**

Additional hours required are charged at £25 per hour.

Information for Hirers:

- ❖ Prices are per session, if the time you need to hire the hall runs between 2 sessions then the price for **each** session is required
- ❖ **At least 2 sessions are required for all party events**
- ❖ **£75.00 booking deposit confirms all bookings.**
- ❖ **£75 is refundable once the Hall is inspected and found in the same condition following use. (All Refunds Paid by Cheque or Bank Transfer)**
- ❖ **The full balance is to be paid 2 weeks before the date of event.**
- ❖ **A cancellation fee of £75 will be applied to cancellations made less than 2 weeks before the event**
- ❖ **Bank Holiday weekend hire will be charged at the full day rate**
- ❖ **Bookings and payments can be made at MAV Office at prior arrangement only**
- ❖ Access to large kitchen available with booking
- ❖ Small meeting room available (on request)
- ❖ Free Parking facilities
- ❖ Tables and chairs available (on request)
- ❖ Prices are subject to change

**Mothers Against Violence
Claremont Centre
2 Jarvis Road
Hulme
Manchester
M15 5FS
Phone Number: 0161 226 8134**



Booking Form

Please complete form in full and clearly

Date

Name of Person Booking

Address

.....

.....

Post Code

Contact Phone

Email address

Details of Event

Name Organisation (if applicable).....

A Signed booking form confirms you agree to the terms and conditions of Hulme Community Hall Condition of Hire. The conditions of hire can be downloaded from the MAV website www.mavuk.org, they are also available by email or free post on request.

Signature.....

Date of Event	Session Number	Deposit Paid

Office uses only - Booking Reference:



CONDITIONS OF HIRE FOR MAV HULME COMMUNITY HALL

August 2017

1. DEFINITIONS

In these conditions:

"The Charity means Mothers Against Violence, Charity number 1135348

"MAV Hulme Community Hall" means Hulme Community Hall at 4 Jarvis Road, Manchester, M15 5FS. This comprises of either singularly or collectively those areas available for hire.

"The Hirer" means any person who has applied for and been granted a hiring of the Hall.

"The Hiring" means the function or event for which the Hirer has hired the Hall.

"The Hall Manager" means the person employed in that capacity by the Charity

"The Food and Beverage Manager" means the person employed in that capacity by the Charity.

DISCLAIMER

Mothers Against Violence, its officers, agents and servants shall not be liable to the user or to any person using or entering the Hall for personal injury or for damage to, loss or theft of any property brought into the Hall, unless caused by the negligence on the part of Mothers Against Violence. The user shall indemnify Mothers Against Violence, its officers, agents and servants against all claims made by, and liability to, any person in respect of such damage, loss or theft.

2. APPLICATIONS

All applications for hire are to be made in writing by completing the relevant booking form. Mothers Against Violence will supply contract forms for completion and signature by The Hirer.

In these Terms and Conditions the term "HIRER" shall be the person signing the application or any person or organisation on whose behalf the application is made, whom shall be liable for all aspects of the booking and the state of the hall and any party, person, or entity whether Corporate or private who has been allowed to use the hall by the hirer.

Mothers Against Violence is required by law to protect the public from parties it rents the hall to. It may share information provided to it with other bodies responsible for public protection in order to prevent and detect fraud.



3. CORRESPONDENCE

All correspondence must be addressed to:

Mothers Against Violence
Claremont Centre
2 Jarvis Road
Hulme
Manchester
M15 5FS

4. VENUE

All correspondence, posters, publicity advertising the Hiring must identify by whom the event is organised, and should not give the impression that the event has been organised by Mothers Against Violence

ACTS OF LAW.

The user must ensure that the Race Relations Act 1976 and the Sex Discrimination Act 1975 are complied with.

5. CHARGES & PAYMENT

Hall Booking:

On return of the signed contract, The Hirer must enclose £75.00 booking Fee. The total balance is paid 2 weeks before the event, as shown on our Fees & Charges as per the fees and charges page. (*Page 2*)

The Hirer will pay the balance of both, including any further charges shown below 2 weeks in advance of the event, if the date of the booking is within 2 weeks, then full payment will be due upon confirmation of the booking.

In addition a refundable deposit will be taken at booking. (*See booking form for details*)

Further charges may be applied in respect of technical facilities, marketing, food & beverage, security services which will be agreed in advance with The Hirer

Hirers are advised to discuss with their caterers (when applicable) the times required for kitchen preparation, clean up and hall preparation and book accordingly. Caterers will not be allowed access or use unless the booking includes the times in which it is to occur.

Damage Payments-- See section 7.

If you are billed via an invoice, payment is due immediately

Payments can be made using the Mothers Against Violence Website: www.mavuk.org



LATE PAYMENT CHARGE:

A late booking payment charge of 5% will be levied on the amount that is due for any payments that are overdue OR late payment may result in The Hiring being cancelled at The Mothers Against Violence discretion but The Hirer will nevertheless remain liable for the balance of the charges outstanding.

Regular/Block Bookings: (6 or more bookings made simultaneously)

On return of the signed contract, The Hirer shall enclose either: The full amount due or the first month's payment (as agreed by The Mothers Against Violence). Where payments are to be made on a monthly basis these shall be paid monthly in advance for the duration of the booking.

OVER-RUN OF HALL HIRE:

An additional fee is payable by The Hirer for each hour or part of an hour that The Hall is retained by The Hirer from the expiry of the contractual period until The Hirer has returned control thereof to Mothers Against Violence, ready for the use of a subsequent Hirer.

CUSTOMERS WILL BE CHARGED DOUBLE THE HOURLY RATE IF THEY EXCEED THEIR HIRE TIME BY MORE THAN 15 MINUTES. THE MINIMUM SURCHARGE WILL BE 30 MINUTES, I.E. THE EQUIVALENT OF ONE HOUR'S HALL HIRE.

THE CONTRACT:

The completed booking form, appropriate payment and any Insurance Policy (if required) must be sent to the Venue Administrator as soon as possible. Provided that these prove satisfactory, written acknowledgement will be forwarded to The Hirer by the Venue Administrator whereupon the booking is confirmed subject to the conditions herein. The Hirer must contact Mothers Against Violence by telephone at least five days before the event to ensure that all arrangements are confirmed

6. CANCELLATION

a) Regular/Block Bookings:

In the case of a cancellation of a regular/block booking, more than 2 weeks of The Hiring date,

The Hirer shall pay to Mothers Against Violence £75.00 deposit for each booking. Bookings made for consecutive days are charged as one booking. Booking none consecutive days are separate bookings.

The hall hire charge together with any other losses (including agreed/ potential food and beverage and merchandise sales and committed technical, equipment, security, staffing and entertainment costs) whatsoever incurred by Mothers Against Violence will not be charged to



the client if 2 weeks' notice of cancellation is given in writing by the hirer, only the deposit will be retained.

If a cancellation is made less than 2 weeks before the booking date a bill will be sent out to you to cover the cost of anything requested and already paid for by Mothers Against Violence for your event.

b) All OTHER BOOKINGS:

In the case of a cancellation of any other booking, The Hirer will forfeit the Hall Booking and Food & Beverage deposit/s and if The Hirer cancels the hiring with less than 2 weeks' notice he will also be liable to pay the balance of the hire charge and any Food and Beverage Charges.

c) By MOTHERS AGAINST VIOLENCE.

Mothers Against Violence reserve the right to refuse or cancel any booking:

- In the event of any unforeseen circumstances
- If in the opinion of Mothers Against Violence. The Hiring or its general nature, or the facilities to be provided would or might contravene any rule of law, Mothers Against Violence shall return to The Hirer any deposit paid.

If a letting is cancelled under this Condition, The Hirer shall not make any claim nor shall Mother Against Violence be liable for compensation for any loss or damage sustained by him directly or indirectly on account of such cancellation.

IN WRITTING:

All cancellations must be received in writing prior to the confirmed date of the booking. Failure to do this may result in the full hire charge being applied

7. DAMAGE

A hall hire damage deposit and a kitchen damage deposit will be required from The Hirer, to be held against the cost of repairing, cleaning or replacing any damage or loss caused to the accommodation or equipment therein, or consequent loss caused

The hiring prices are reviewed annually, and prices charged will be those in force at the time of the let, regardless of when the booking was made

The amount of damage deposit is agreed at the time of the booking and depends on the type of booking, length of booking, attendees, etc. If the cost of repairs exceeds the value of the damage deposit, The Hirer will be liable to pay the additional amount. The damage deposit is due 2 weeks prior to the event, is only payable by cash, all monies will be banked. Providing no damage has occurred during the event, a cheque will be sent to The Hirer the week following the event or a refund made to The Hirers.



The Hirer shall take account of the convenience of neighbouring residents and accommodate their reasonable requests regarding noise, the use of windows etc. The deposit will be forfeited in its entirety in the event of two or more sustainable complaints attributable to the event being received.

The Hirer shall be responsible personally for the conduct of all persons attending The Hall in connection with The Hiring and for ensuring that proper order is maintained not only during, but before and after the period of hire so that no nuisance or annoyance is caused to neighbouring residents as a consequence of the hiring.

The Hall is fully covered for any claims due to negligence on the part of Mothers Against Violence. However, the user **must** take out its own insurance to cover any other claims which may arise in relation to its use of the Hall.

The Hirer shall not obstruct or permit the obstruction by persons or property of any gangway, passage, stairway or flight of steps either inside or outside the venue.

The Hirer shall ensure that, at the conclusion of the period of hire, the Facility is left in a clean and tidy condition, as per the start of the hire. A set charge for general cleaning of the hall of £75.00 per each use will be charged. If you have hired the kitchen for cooking we will send you a separate 'Instruction sheet for outside caterers'

The user agrees to pay all such rates, taxes, charges, assessments and other liabilities as may be imposed upon Mothers Against Violence or otherwise solely as a result of the user's use or occupation of the Hall. If rates, taxes, charges, assessments or other liabilities which are imposed upon Mothers Against Violence or otherwise are higher than they would have been but for the user's use or occupation of the Hall, then the user shall pay all such additional sums.

8. ADMISSION

Mothers Against Violence reserves the right at its absolute discretion to refuse the admission of, or to evict any person from The Hall. Admission by complimentary tickets is not permitted except with previous written permission from Mothers Against Violence.

10. USERS REGULATIONS

The Hirer is responsible for ensuring that all persons and parties admitted by them conform in all respects to these conditions governing the use of The Hall and a copy of the conditions is available at the facility for inspection.

11. INDEMNITY

During the period of hiring, the Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify Mothers Against Violence from and against any expense liability loss claim or proceedings including claims for personal injury to or the death of any person whatsoever arising out of the course of or caused as a result of the hiring except where due to the negligence of Mothers Against Violence or their respective servants or agents.



PUBLIC LIABILITY

The Hirer is required to have adequate Public Liability Insurance in place for the use of the Premises.

12. STRUCTURAL ALTERATIONS

The Hirer shall not carry out any alterations to The Hall, including lighting, heating and/or food and beverage facilities, nor shall he fix or cause to be fixed, any apparatus, equipment, notice or decoration without the previous written permission of Mothers Against Violence.

The Hirer is NOT permitted to remove/take down any of the marketing material that has been displayed

No notices shall be affixed to any part of the hall expect on a proper notice board with prior consent of Mothers Against Violence.

No nails, screws, bolts etc may be driven into or removed from the walls and fixtures of the Hall.

The Hirers attention is drawn to the Town and Country Planning legislation of which it is an offence to display advertisements otherwise than in accordance with the provisions of the Town and Country Planning Regulations.

Hirers are advised to study these regulations which prohibit the fly posting of notices.

Exits of adequate width shall be provided and so arranged as to afford ready means of egress from all parts of the premises to be used by the public, performers and staff, to the satisfaction of Mothers Against Violence.

13. NO SMOKING

The Hirer is responsible for ensuring that smoking does not take place in The Hall during The Hiring. It may be necessary to close the venue if that is required to prevent smoking taking place during their hire in which case no money will be refunded. If it is reasonably believed by Mothers Against Violence that smoking has taken place during the Hiring then The Hirer will forfeit the deposit.

14. ANIMALS

No dogs or any other animals will be admitted to the facility except guide dogs for the care of a person and the person exercising control of a dog shall comply with any instructions given by or on behalf of Mothers Against Violence.



15. SUPERVISION

Mothers Against Violence reserves the right to staff and supervise The Hiring including the appointment of SIA (*registered as an approved providers of security services*) approved security service at our discretion at the hirer's costs but special arrangements can be made in order that The Hirer can introduce his own staff, which shall be included in the Contract between Mothers Against Violence and the hirer.

THE HIRER.

- a) The Hirer must at all times during The Hiring afford Mothers Against Violence and its staff free access to the accommodation for the purposes of ascertaining whether these conditions are being observed and for any other proper purpose. Ticket takers and other persons concerned with the organization of The Hiring must be instructed accordingly
- b) The Hirer must hand over The Hall personally to the Mothers Against Violence staff and The Hirer's responsibilities as set out in these conditions of hire will continue until such handover is completed.

16. GAMBLING

No collection, games of chance, sweepstake or lotteries, nor any betting may be conducted on The Hall without the prior written consent in writing of Mothers Against Violence.

17. BROADCASTING

No Hirer shall grant sound or television broadcasting or filming rights without the prior written conditional consent of Mothers Against Violence.

18. CAPACITY

The maximum number of people admitted to the hall will be agreed and confirmed on booking and will not exceed agreed health and safety limits.

19. CATERING

All catering arrangements must conform to the instruction sheet for outside caterers which you will receive if you state on your booking form that you are using external caterers. Mothers Against Violence take no responsibility for food prepared and served by Hirers or Caterers including any subsequent complaints/issues

20. CHARACTER OF FUNCTIONS

The Hirer undertakes that the facility shall not be used for any performance of an objectionable character, and agrees that Mothers Against Violence has the right to stop any performance, dance or other function which it considers objectionable. The Hirer agrees that the hall premises shall not be used for the performance in public of any dramatic, musical or other work or for the delivery in public of any lecture or entertainment in which copyright



subsists, without the written consent of the owner of the said copyright. The Hirer will not in any other manner infringe any subsisting copyright and will indemnify Mothers Against Violence against all costs, expenses and/or damages which Mothers Against Violence may have to pay or incur by reason of any infringement of copyright. The Hirer shall make any returns required by Mothers Against Violence in relation to obligations which it might have as a music copyright licence holder. Any charges for the performance of musical works in the repertoire or the Performing Rights Society or arising under Phonographic

Performance Licences will be recharged to The Hirer and The Hirer agrees to indemnify Mothers Against Violence in respect of them.

UNACCEPTABLE BOOKINGS

Mothers Against Violence reserves the right to refuse unsuitable bookings such as retail events, striptease shows, hypnotism shows or similar activities in The Halls

21. NOTICES ETC. TO BE GIVEN

The Hirer undertakes to submit to the Mothers Against Violence for approval the proposed programme and all posters, bills and previous advertising of The Hiring and in any case not less than 14 days before The Hiring. The Hirer further agrees to send to Mothers Against Violence a cancelled ticket of admission 7 days before The Hall is used. No posters will be permitted inside or outside The Hall except upon the notice boards provided by Mothers Against Violence for the purpose.

22. LICENCES FOR INSTRUCTORS AND THE USE OF CHILDREN IN EVENTS

The Hirer will ensure that appropriate licences are in place where necessary for the use of children in places of entertainment in liaison with the appropriate authority. This will include the appropriate use of chaperones. It is The Hirers responsibility to ensure that Disclosure and Barring (DBS) checks and disclosures are undertaken in respect of its employees and members where necessary

23. MUSIC COPYRIGHT LICENCES

The Hirer shall make any returns required by Mothers Against Violence in relation to obligations which it might have as a music copyright license holder. Any charges for the performance of musical works in the repertoire of the Performing Rights Society (PRS) or arising under Phonographic Performance Licences (PPL) will be recharged

If false information regarding the nature of the booking is provided, The Hirer will be liable to lose their full deposit.



24. RESPONSABILITIES.

The Hirers of the Hall are responsible for calling the Emergency Services and Evacuating the building in the event of a fire.

Opening/Closing: The Caretaker will arrive 15 minutes before your hire to open the hall and return 15 minutes before the end of the hire to inspect the hall and lock up. If there may be a chance that your hire may end early, please ask the caretaker for a contact number so you can contact them. The hall must NOT be left unattended at any time, failure to abide by this will result in us retaining your damage deposit

Hirers should ensure that electrical circuits are not overloaded

Fire Alarm – A charge will be made if the fire alarm is accidentally activated

The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble in the car park or other nominated assembly area. Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the security deposit. Fire Doors MUST remain unobstructed during a let. The Hirer must also nominate a competent person to take charge in the case of an accident, injury or ill health to contact the appropriate service. Mothers Against Violence needs to be informed of any incidents.

25. CATERING.

Where catering is carried out during or prior to a hiring, The Hirer shall be responsible for any damage to any equipment provided by Mothers Against Violence at the hall and The Hirer shall ensure that all equipment used in connection with The Hiring is, after use, left in a clean and tidy condition. Failure of this may result in part of or all of the damage deposit being retained.

Hirers/Caterers may use the kitchen facilities at the Hall under the following conditions: -

- a) On arrival report to Mothers Against Violence Operations Staff to sign in.
- b) Switch off appliances and clean kitchens after use. Caterers should bring their own cleaning equipment.
- c) Report to Mothers Against Violence Operations Manager before leaving the premises to sign out.
- d) Hirers must ensure that the caterer is clear on these rules, i.e. (a), (b) and (c), as failure to undertake them will automatically make The Hirer responsible for any loss, breakages or cleaning required and they will be charged at a rate Mothers Against Violence considers appropriate.
- e) Hirers are required to provide their own crockery, table cloths and other equipment required for catering.
- f) Any equipment brought on to the premises (tablecloths, crockery etc) must be removed before the end of the function and within the hall hire period.



g) Hirers providing their own free bar or using caterers to provide a free bar must ensure that tables are cleared of all glasses, bottles, cans etc before the end of the function and within the hall hire time.

h) A full inspection will be completed within 48 hours of the hire finishing and any issues reported to The Hirer to discuss how they will be resolved before any deposit is returned.

26. HEALTH AND SAFETY AT WORK etc. Act 1974

The Hirer shall as soon as possible notify Mothers Against Violence of any accident occurring whereby any person suffers any injury whatsoever or there is any damage to the facilities or equipment during the hire.

Mothers Against Violence will take all reasonable measures to ensure that all facilities made available are safe under normally accepted conditions of use by reasonable persons. It is incumbent upon the Hirer and User to take all reasonable measures to ensure that all persons under their control act responsible.

27. NOISE/ ANTI SOCIAL BEHAVIOUR

The Hirer will ensure that noise from the event will be kept to an appropriate level in accordance with the facilities premises licence and that exit doors from the premises and windows are kept closed to minimise noise for nearby residents. The Hirer will also ensure that disturbance to nearby residents is minimised when guests leave the premises.

28. SUB-LETTING

The Hirer may not sub-let or assign the benefit of any hiring and will be held personally responsible to Mothers Against Violence for the observance of these regulations and any further or special conditions which may be imposed by Mothers Against Violence.

29. GENERAL.

a. Tables and chairs must not be removed from the Hall for use outside. At the end of the hire, the main Hall tables and chairs must be replaced in their original positions in a clean condition, and chairs stacked. All fire access areas must remain clear at all times.

b. Rubbish must be bagged and placed in the Council wheelie bins in the car park. Any broken glass must be wrapped before disposal. No liquids to be emptied in the bins. During the working day passes are required to park in the car park. Cars or vans must not be parked in such a way that they block the gated access to the car park.

c. All events must end by no later than 11 pm. All property of the user and its agents must be removed before 11.30 pm. Mothers Against Violence may sell and retain the proceeds of any property left after the period of authorised use, or store it and charge the user for such storage at the option of the Mothers Against Violence.

d. For safety reasons children must never be allowed in the kitchen unsupervised.

e. The Hall may not be used for the sale of alcohol.



f. Highly flammable substances are not to be brought into or used in any part of the Hall, nor are internal decorations of a combustible nature (e.g. polystyrene, cotton wool etc) to be erected without the consent of Mothers Against Violence. If electrical appliances are brought into the Hall by the user then the user must ensure that these items have been examined by a competent person and deemed safe and in good order. Such appliances must not be misused and in good working order and used in a safe way.

g. If permission is granted by Mothers Against Violence for food to be prepared, served or sold then the user must observe all relevant food health and hygiene legislation.

Safeguarding

Mothers Against Violence Safeguarding Adults and Safeguarding Children policies are available from Mothers Against Violence. Users are required to read this and ensure that they have their own policies or procedures in place that are consistent with these standards.

The user is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring that all necessary checks are undertaken. Mothers Against Violence accepts no responsibility for the user's failure to comply with these requirements.

STATUTORY REQUIREMENTS

The Hirer will observe all conditions and restrictions as may be prescribed by an Act of Parliament, Bylaw, Regulations or Licence in relation to the accommodation or the user thereof and will keep indemnified Mothers Against Violence and any person in whose name any such Licence may be held on their behalf against any penalties, damages costs, claims, actions and expenses that may be incurred by them, or him, owing to the breach, non-observance or non-performance of any such condition and restriction as aforesaid.

The Hirer may be liable to pay the full damage deposit or an additional amount, if the cost to Mothers Against Violence exceeds the value of the damage deposit, if false information regarding the nature of the booking is provided or if any of the terms and conditions is not adhered to.

The Charity reserves the right to change these **Terms & Conditions** at any time at their discretion. We thank you for your co-operation and hope that you enjoy the use of our Hall. If you have, please tell others; if you have not, please tell us.