



## Magdalen Hall Rental Terms and Conditions

Magdalen Hall Association C.I.C. is a Tenants and Residents Association, which represents over 740 households in the local area. Magdalen Hall is a licensed premises. The Association is run by a board of directors of the local community, who own the organisation.

Whilst your function, party or event is using the premises, members of staff, volunteers or the directors can attend any time to ensure the behaviour of the guests is acceptable and following our rules. CCTV can also be accessed remotely.

**It is the responsibility of the person named on the booking form to ensure their guests are adhering to the terms set out Below. You should make your guests aware of their responsibilities. The excuse that it is not your fault, or you are not responsible for others behaviour will not be taken into consideration.**

Please see the **Terms and Conditions** of making a booking: -

- 1) **Hall Hire** – You will be sent a quote based upon your requirements. When the quote is accepted you will be sent a Hall Rental Invoice, the invoice due date will be one calendar month before your event date, which should be paid in full within **two weeks** of your event date. If there is no communication or failure to pay then the booking will be cancelled. Should a booking be cancelled in under two weeks then The Association reserves the right to keep 50% of all monies paid.
- 2) **Times** – The hall is available from **10:00 - 23:00** on Sunday to Thursday and **10:00 – 00:30** on a Friday and Saturday. This is in line with our Premises Licence of licensable activity. You get **one hour** free before your booked time to set up and **thirty minutes** free to clean the hall afterwards. If you run over your agreed time you may be charged an extra hour at the rate at which you hired the hall.
- 3) **ID** – You and any guest over eighteen will be required to sign into our building if the bar is hired. We use an ID scanner that takes a copy of the ID and a picture of the individual. This data can be shared with the police or council in the event of misconduct.
- 4) **Refundable Deposit** – All bookings at the venue are subject to a refundable deposit (**£250.00 - Main Hall & £100.00 - Secondary Hall**). The deposit is to be paid to confirm your booking and lock in your date. All deposits are refundable subject to the following conditions being followed; the reasons listed below may result your deposit being forfeited:
  - I. Damage caused to the venue. i.e. curtains, doors, toilets, kitchen, etc.
  - II. The premises must be left as found and items / rubbish removed.
  - III. Guests exceeding the Main Hall **120 capacity limit. (Health and Safety)**.
  - IV. Guests exceeding the Secondary Hall **40 capacity limit. (Health and Safety)**.
  - V. **Use of illegal drugs** on the premises, this includes marijuana, laughing gas, ecstasy, cocaine, or any other illegal substance. *(The Association has the right to shut the event down immediately and no refunds will be given).*
  - VI. **Outside alcohol** being brought onto or consumed on the premises. *(Anyone caught doing so will be asked to leave and could have the event shut down, with no refunds being given).*



- VII. Physical abuse towards anyone working on behalf of The Association. *(Police will be called and the event will be shut down immediately).*
- VIII. Verbal or abusive language on the premises.
- IX. Sexual abuse or sexual misconduct. *(Police will be called and the event shut down immediately).*
- X. Poor conduct of guests outside the venue. *(As mentioned, the people who live in the area are our owners).*
- XI. Providing false identification documents.
- XII. Not being truthful about the nature of your event. *(This will result in the event not going ahead and all monies received being kept).*

Deposits will only be refunded when the premises has been checked and we are satisfied that all areas are clean, and no damage has been caused.

- 5) **Smoking** – There is no smoking permitted in the venue. If any guest wishes to smoke, they can smoke in the courtyard, where ashtrays are provided.
- 6) **Bar** – If you wish to run a bar tab this must be paid in advance. We will notify you are close to your limit. We will provide you with receipts if you wish. When hiring the bar a minimum of £200 has to be spent every four hours (£50 per hour), *if not then you will be required to pay the shortfall of the mispend which will be deducted from the deposit.*
- 7) **Identification** – Two forms of ID must be provided if asked for, so we can ensure the validity of the named responsible person for the booking. To book the hall you must be eighteen or over.

Magdalen Hall is covered by CCTV in all areas and recording takes place 24hrs. CCTV is used to prove allegations of **criminal damage, drug use, abuse, violence, or misconduct**, which can forfeit your deposit and recordings will be passed onto the police and the local authority. If our terms and conditions are followed, we are certain you will have a great experience.

By signing this form you are agreeing to follow our terms and conditions.

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 Kyle Simmons  
**Chief Operating Officer**  
**Magdalen Hall Association C.I.C.**

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**Client Hiring Hall**