

Issue: December 2018

Merton Council  
Putting You First



# Vestry Hall

## Conditions of Hire and Booking Form

### Parties and Evening Functions

**Vestry Hall**  
336 – 338 London Road  
Mitcham Surrey  
CR4 3UD  
020 8274 5200  
vestryhall@merton.gov.uk

[www.merton.gov.uk](http://www.merton.gov.uk)



merton

## **Conditions of Hire**

### **1. Hirer:**

The Hirer is the person who signs the Hire Agreement.

### **2. Booking Confirmation**

Your booking is not confirmed until you have received written confirmation from us, this is normally in the form of email communication. You must take your authorised & signed Hire Agreement and booking confirmation email with you on the day of your event as proof of your booking.

### **3. Payment terms**

You must pay for your booking 2 months or sooner before your event date. Payment can be made by Debit Card or Invoice. Failure to on the due date might result in cancellation of this Hire Agreement and your booking.

### **4. Security Deposit**

You must pay a Security Deposit of £250 at the time of your booking. The Security Deposit will be refunded within 5 working days after your event date and subject to compliance with the terms of this Hire Agreement.

### **5. Additional Charges and Loss of Deposit**

#### **5.1 Additional time spent in the building**

You will be charged at **£50.00** for every 15 minutes, past the **End Time** of your booking, as stated on page 11 of this Hire Agreement. This includes all your guests or any professional service you might have for your event.

Please ensure you leave sufficient time to clean and clear the hall & rooms and have removed all your property from the building before the **End Time**.

#### **5.2 music playing after 12.30am.**

Vestry Hall's sound system automatically cuts off at **12.30am**.

#### **5.3 Additional cleaning**

You must clean and clear all hired halls/rooms and have removed everything you bring into the building. You must place your rubbish in the red bins located in the refuse shed outside the building by **1am**. Failure to comply with this condition will result in additional charges of **£50.00** an hour for cleaning if the venue is left in an unacceptable state.

Vestry Hall Party Clean Service - please refer to section 29 on page 5 if you want to use our cleaning service.

#### **5.4 Repair or replacement of damage to the building or Council property**

You will be charged the current cost price to repair or replace damage caused to Council property.

#### **5.5 Loss of Business**

If the building is rendered unusable following damage caused by the Hirer. The Hirer will be liable for the cost of lost bookings during this period.

#### **5.6 Exceed the maximum number of people**

If you exceed the maximum number of people allowed in the rooms or halls. Fire regulations and health and safety guidelines limit the maximum number of people at any one time to: 150 Public Hall, 75 Training Hall, 20 Meeting Room, 20 Committee Room.

## **5.7 Disposal of Equipment or Items**

If you leave equipment or items in the building at the end of your booking you will be charged for their disposal.

## **6. Availability**

The use of Vestry Hall services is subject to availability.

## **7. Sub licensing:**

The services covered under this agreement may not be sublicensed.

## **8. Advertising:**

Advertisements or posters must not be displayed unless the Vestry Hall Manager has given prior written approval.

## **9. Right of entry:**

Merton Council reserves right of entry at all times to its officers, statutory authorities and officers of the Licensing Authority.

## **10. Council liability:**

Merton Council accepts no liability for damage or loss of personal items not directly attributable to negligence of their employees or agents.

This agreement will be terminated immediately if you or your organisation is involved in illegal or immoral activities that could bring the council into disrepute either on the premises or in relation to activities outside the premises. Where information is received that you or your organisation is acting unlawfully, we are obliged to pass this information to the relevant authorities.

We shall not be liable to you for any breach in terms of conditions or any failure to provide services resulting from any event beyond our control including, without limitation, breakdown of systems, network access, fire, explosion and accident.

## **11. Insurance**

Merton Council's insurance policies will not cover you under this Hire Agreement. You must ensure that you take out your own insurance required to cover your event.

## **12. Indemnity:**

The Hirer indemnifies Merton Council against any claim, action or proceedings resulting from use of the venue and will pay any Council costs incurred.

## **13. Parking:**

No vehicle may be left within twenty feet of an emergency exit or exit route.

Vehicles must not be parked on the public pathway or on Blue Badge Bays at the front of the building unless displaying a valid permit.

## **14. Dangerous substances:**

No inflammable chemical, naked flames, smoke machines, candles, explosive or other dangerous substances may be used or kept in the building without prior written approval of the Vestry Hall Manager.

## **15. Freedom of Information**

Under the Freedom of Information Act 2000 Merton Council may be obliged to provide details of organisations that use Vestry Hall. However, no personal information will be disclosed to a third party unless requested by the appropriate authority under the Data Protection Act 2018.

## **16. Data Protection**

The Hirer is responsible for ensuring they comply with the provisions of the Data Protection Act 2018.

## **17. Statutory Requirements**

The Hirer must comply with all statutory requirements including Race Relations and Sex Discrimination legislation.

## **18. Smoking**

Smoking is prohibited in and around all Council buildings. Please adhere to signage at Venues. This condition includes e-cigarette vaping.

## **19. Additional conditions**

Merton Council reserves the right to make any additional conditions or regulations considered necessary to ensure safety or proper operation of a Hiring. A Hiring will be terminated immediately if you or your organisation is involved in illegal activities that could bring the council into disrepute either on the premises or in relation to activities outside the premises.

## **20. Cancellation Policy**

### **a) General**

Merton Council reserves the right to cancel a booking if the building is required for any electoral purpose. All hiring fees paid will be refunded in full.

### **b) Non payment**

Payment must be received by Merton Council 2 months before the event date.

### **c) False Information**

Should any information contained within this Agreement be found to be false or untrue, then this agreement will be terminated with immediate affect.

### **d) Cancelation Charges**

Merton Council may cancel a hiring by giving one months' notice except as in Regulation No. 21a, or without notice in any emergency situation. You will receive a full refund.

### **e) Refund charges**

The Hirer must give 40 full working days' notice in writing in order to receive a full refund. If the hirer wishes to cancel their booking less than 20 full working days before the booking they will be liable to pay the full costs of the booking.

If the hirer wishes to cancel their booking the Hirer must confirm this in writing and the following refunds apply: (email communication is acceptable)

40 or more full working days before booking date 100% refund

20 - 39 full working days before booking date 50% refund

0 – 19 full working days – no refund

**Please note these charges also apply to no show bookings.**

## **21. Stewards**

The Hirer must provide sufficient stewards to maintain good order at all times.

## **22. Decorations/celebration material**

No decorative hangings may be used unless certified as fire resistant and must be applied to surfaces with white-tac. All decorations must be removed at the end of the event. Smoke or vapor machines, naked flames, confetti or party poppers must not be used in the building. This condition includes the land surrounding the building.

## **23. Intoxicating Liquor and hot food**

Intoxicating liquor must not be sold on the premises without the prior written approval of the Vestry Hall Manager. In addition; if you wish to sell intoxicating liquor or hot food on the premises you need to obtain the relevant license. [www.merton.gov.uk/licensing\\_act\\_2003](http://www.merton.gov.uk/licensing_act_2003)

## **24. Electrical / Gas**

No temporary additions to lighting or electrical circuits may be made unless the Vestry Hall Manager has given prior written approval. The Hirer is responsible for ensuring that any portable electrical appliances brought into the building have received a Portable Appliance Test (PAT) and certified as safe. Evidence may be required. You must not bring any gas equipment or appliances into the building.

## **25. Entertainments License**

The Hirer must comply with all rules and regulations of the entertainment licensing authority. [www.merton.gov.uk/licensing\\_act\\_2003](http://www.merton.gov.uk/licensing_act_2003)

## **26. Noise and Annoyance**

The Hirer must ensure no excessive noise, or annoyance is caused to local residents. The music must stop at **12.30am** and the building must be vacated by **01.00am**. The music will cut off automatically if it reaches 95 decibels and stop completely at 12.30am.

## **27. Sale of tickets**

To sell tickets to the general public for your event you must get prior written approval from the Vestry Hall Manager and then apply for an Entertainment License. [www.merton.gov.uk/licensing\\_act\\_2003](http://www.merton.gov.uk/licensing_act_2003)

## **28. Catering**

Catering and refreshments remain the responsibility of the Hirer. You may use the kitchen on the first floor. Please ensure you are familiar with the use of all appliances. If you need to use the kitchen please indicate your requirements when making the Booking.

## **29. Cleaning**

The booking must include set-up and clear-up times. You are responsible for wiping clean all tables & chairs, leaving the halls/rooms in the condition you found them and taking rubbish sacks to the outside bin area that is located at the back of the building. We offer a Party Clean service for £99.00 – please refer to Booking Details on page 10.

## **30. Electronic Equipment**

- The Hirer must not use computer equipment software, including accessing websites on the Internet for activities that could bring the council into disrepute.
- You are responsible for holding a valid software license on computers or laptops that you bring onto council premises, see also Condition 25 regarding testing of such equipment.

## **31. Equality and Diversity**

Vestry Hall operates under the council's Corporate Equality Scheme 2010-2013 Refreshed.

## **32. Parties**

### **Children's birthday party rules (up to 12 years old)**

- Adults must supervise children at all times

### **Birthday party rules (13 – 25 years)**

- There must be two people over the age of 25 on every entrance door to the venue for the entire evening and their names must be given to the Vestry Hall Manager before the booking is accepted.
- There must be a ratio of two people over the age of 25 to every 10 people under the age of 25 years.

If these rules are broken Vestry Hall staff may end the party and you will not be eligible for a refund.

## **35. Security Guards**

There will be two security guards in the building for the duration of your booking. They will assist you to set up tables and chairs and will put furniture back in storage after you have cleaned them.

The security guards have the authority to stop your event at any time if they consider this action necessary. The Council will support decisions made by the security guards whilst carrying out their official duties.

## **36. Failure to Vacate the building**

Failure to vacate the building by 1am by you, your guest or any services you have hired, will be considered trespassing and the Police will be called to remove you from the building. The Under current Legislation the Police have the authority to charge you for trespassing.

### **37. Emergency Evacuation of the Building**

The Hirer is responsible:

- For the safe evacuation of their delegates or guests.
- Ensure their staff, volunteers, or visitors or guests are fully aware of the fire instructions and the assembly points.

Fire evacuation procedures are displayed in communal halls and rooms. You are advised to familiarise yourself and others with fire exits on all floors.

#### **Evacuation chairs:**

- For people using 1<sup>st</sup> floor there are two “evac” chairs. They are located on the landing of the 1<sup>st</sup> floor and at far end of the corridor of the 1<sup>st</sup> floor.
- There is also an “evac” chair located on the 2<sup>nd</sup> floor by the lift entrance.
- These chairs are for people who cannot use the stairs. The lift must not be used during an emergency evacuation.
- These chairs are designed to be operated by one person. Assistance may be required to transfer people from a wheelchair to “evac” chair or to open fire doors. These chairs have runners to slide down stairs.
- The chairs should only be used by people who are fully trained both in the use of the “evac” chair and manual handling of heavy loads. However, in the event of an emergency and you use these chairs, you are responsible for the safety of the person being carried, as well as yourself.

#### **Evacuation procedure:**

##### **Fire alarm:**

- Stay calm.
- Do not use the lift.
- If you discover the fire break the glass at your nearest fire point before evacuating the building.
- When you hear the fire alarm bells – continuous bell – close all windows and doors and evacuate the building immediately.
- Move through the automatic doors; do not wedge them open, move to the nearest fire exit.
- You must check that everyone attending your event or visitors to your office have evacuated the building.
- Assemble at the War Memorial at the rear of the building.
- Do not re-enter the building until you have been advised that it is safe to do so.

##### **Fire escape:**

##### **Ground floor:**

1. Behind reception, along short corridor, through garden gate
2. Far end of long corridor
3. Through meeting room behind reception
4. Main entrance in reception

##### **First floor:**

1. Far end of the public hall through double doors
2. Far end of main corridor
3. Main stair case

##### **Second floor:**

1. Start of corridor
2. End of corridor
3. Main stair case

The fire exits must not be used as a routine exit from the building as the doors cannot be shut from the outside.

## Booking Form

Hire Agreement with an individual or **Charity** – complete this section

Name	
Address	
Post code	
Telephone number	
Mobile number	
Email address	
If you have been at this address less than 3 years please provide your previous address including postcode	
Charity name (if applicable)	
Charity address (if applicable)	
Charity Number (if applicable)	
Self-Employed Unique Tax Reference Number - UTR (if applicable)	
Aims and activities of your Charity (if applicable)	



## Booking Form

Hire Agreement with a **Company** - that have been issued a company registration number after incorporation at Companies House – complete this section.

Your name	
Position in the Company	
Company Registered Name <i>If you don't have a number you need to complete the <b>Individual</b> or <b>Charity</b> section of this Booking form.</i>	
Company Incorporated Number	
Address	
Post code	
Telephone number	
Mobile number	
Email address	
Website address	
Activities of your organisation	

It may be necessary to process a Criminal Record Bureau or other checks in order to approve your application. By signing this Hire Agreement you authorise Merton Council to request information to establish your credibility. We may also ask for confirmation of you're or the Companies identity and evidence of your ability to pay the cost of hiring an office. Acceptable documents include valid passport or UK driving license and proof of residence, example: recent utility bill showing address or bank statement, Company Registration Document.

You must advise us in writing if any of the information you have provided in this agreement changes.

## Booking details

Type of Event	Party, Wedding, Funeral, Celebration of Life, Meeting, Training, other - please state										
Includes	Music, alcohol, other - please state										
Attendee's:	Public, private, ticket entry, council officials, other - please state										
Approximate number of attendees:											
Requirements – please tick: <i>Please note maximum capacity for each hall and room. You must not exceed these numbers due to Fire Regulations.</i>	<table> <thead> <tr> <th>Hall/Room</th> <th>Maximum capacity</th> </tr> </thead> <tbody> <tr> <td>Public Hall</td> <td>150</td> </tr> <tr> <td>Training hall</td> <td>75</td> </tr> <tr> <td>Committee Room</td> <td>20</td> </tr> <tr> <td>Kitchen</td> <td></td> </tr> </tbody> </table> <p><b>Late evening functions on Saturdays only 2pm – 1am</b>  <b>Silver Pack</b> - £750 for 1 Public Hall, Large Kitchen, Kitchenette, Cloakroom.</p> <p><b>Gold Pack</b>- £950 for 2 Halls, 1 Committee Room, Large Kitchen, Kitchenette, Cloakroom. Suite of halls and room total capacity 245.  2nd hall available from 5.30pm onwards.</p>	Hall/Room	Maximum capacity	Public Hall	150	Training hall	75	Committee Room	20	Kitchen	
Hall/Room	Maximum capacity										
Public Hall	150										
Training hall	75										
Committee Room	20										
Kitchen											
<b>Party Clean</b> please tick if you require this service	<p><b>£99.00</b></p> <p>Clear party decorations from hired rooms  Clear left over party food from kitchen  Bag &amp; dispose of waste items  Wipe tables &amp; chairs  Pack away furniture in relevant rooms  Remove &amp; dispose of waste items in corridors  Sweep &amp; mop hired room floors  Hoover corridors and entrance  Litter pick outside the building</p>										
<p><b>Furniture and Equipment</b></p> <p><i>please tick</i></p> <p>Large top table X 1 located in the main Public Hall  Round tables X 14 seats 8 people to a table  Trestle tables X 12  Rectangular tables X 8  Half round tables X 4  Banqueting chairs X 120  Conference chairs X 100</p> <p>Security guard(s) will be on duty in the building for the duration of your booking. If possible they will assist you to set up tables and chairs and will put furniture back in storage.</p> <p>Main kitchen with commercial oven, dishwasher, microwave and fridge freezer, small kitchen with fridge, microwave and serving hatch – located off Public Hall.</p>											

<p>Use of the kitchens does not include cooking utensils, cutlery or crockery.</p> <p>Projector and screen</p> <p>Room dividing screen</p> <p>Music surround sound system</p> <p>Disco coloured lights</p> <p><b>Before your event:</b> Please ensure the furniture and equipment meet your needs and that you know how to operate them. This includes: projector, screen, disco lights and kitchen appliances.</p>	
Date of hire:	<p>Day</p> <p>Date</p> <p>Year</p>
<p>Time required: <i>Please note bookings restrictions to 2pm until 1am. 5.30pm for the second hall.</i></p> <p><i>You will not be allowed to enter the hall/room outside the stated times.</i></p>	<p>Start time</p> <p>End time</p> <p>Time required must include setting up and clear away. Please allow sufficient time for this. Late evening functions must vacate the building by <b>01.00am</b> and music must be turned off at <b>12.30am</b></p>
Deposit Required please see Condition 4 & 5	£250.00
Cost of Hire	£
Cost of Party Clean	£
<b>Total Cost</b>	<b>£</b>

How did you find out about Vestry Hall?	
If web site, please provide web address	

**Additional services**

If you require services not provided under this Hire Agreement please contact us to discuss your needs. We work in partnership with a third party that can provide additional services such as:

- Room set up and dressing
- Catering
- Bar services
- Waitress

Financial arrangements and service agreements for additional services not provided in this Hire Agreement is between yourself and the third party.

## Agreement

I agree to the 'Conditions of Hire' and 'Emergency Evacuation Procedures'.

### Between

#### The London Borough of Merton.

London Borough of Merton

Civic Centre, London Road, Morden, Surrey SM4 5DX.

and

<b>Insert Name</b> <i>Individual's name or representative of an Incorporated Company and the name of Incorporated Company</i>
<b>Name of Hirer signatory</b> <i>if different from above</i>
<b>Signature of Hirer</b> (electronic signature is acceptable)
<b>Date</b>

**The signatory of this Agreement must remain on site until all guests have left the premises.**

If you plan to bring **electrical** or **gas** appliances or equipment into the building please refer to Conditions of Hire No. 25.

Please ensure you comply with **Section 5.1** if this Hire Agreement:

**Additional Charges and Loss of Deposit.**

**You will be given a copy of this agreement when it has been approved.**

Please return to:

#### **Vestry Hall**

336 – 338 London Road

Cricket Green

Mitcham CR4 3UD

Telephone: 020 8274 5200

Email: [vestryhall@merton.gov.uk](mailto:vestryhall@merton.gov.uk)

Webpage: <http://www.merton.gov.uk/vestryhall.htm>

**Thank you for choosing Vestry Hall.**

<b>Office use</b>	
Hire Agreement approved by the Vestry Hall Manager	
<b>Signature</b>	<b>Name</b>
<b>Date</b>	<b>/ / 20</b>