

Issue: December 2018

Merton Council  
Putting You First



# Vestry Hall

## Conditions of Hire and Booking Form

### Rooms and Halls

**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 completes the agreement and signs the Conditions of Hire.

### **2. Availability**

The use of Vestry Hall services is subject to availability.

### **3. Sub licensing**

The services covered under this agreement may not be sublicensed.

### **4. Advertising**

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

### **5. Right of Entry**

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

### **6. 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.

### **7. 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.

### **8. 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.

### **9. 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.

### **10. 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.

## **11. 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.

## **12. Data Protection**

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

## **13. Statutory Requirements**

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

## **14. 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.

## **15. Smoking**

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

## **16. 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 1 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. 14 or without notice in any emergency situation. You will receive a full refund.

If the hirer wishes to cancel their booking the Hirer must confirm this in writing. Email communication is acceptable.

The Hirer must give 10 full working days' notice in writing in order to receive a refund. Failure to give sufficient cancellation notice will result in full hire charges.

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

## **17. Payment terms**

### **a) Hall Hire**

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 pay an invoice by the payment date may result in the cancellation of the booking. For cancellations please refer to item 16.

## **b) Additional Charges**

- additional time spent in the building after the stated booking time will be charged at **£50.00** for every 15 minutes. This includes all your guests or any professional service you might have for your event.
- additional cleaning will be charged at £15.00 an hour if the venue is left in an unacceptable state.
- Repair or replacement of damage to the building or council property.
- 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.
- costs incurred to dispose of equipment or items left in the building at the end of your booking.
- if the hall is rendered unusable following damage caused by the Hirer. The Hirer will be liable for the cost of lost bookings during this period.

## **18. Stewards**

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

## **19. 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.

## **20. 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)

## **21. 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.

## **22. 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)

## **23. Noise and Annoyance**

The Hirer must ensure no excessive noise or annoyance is caused to local residents.

## **24. Failure to Vacate**

Merton Council may remove and dispose of articles not removed by the Hirer on completion of hire. The Hirer shall pay all fees incurred.

## **25. 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)

**26. 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.

**27. 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.

**28. 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 21 regarding testing of such equipment.

**29. Equality and Diversity**

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

### **30. 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 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	

## 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)	



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>	<b>Hall/Room</b>	<b>Maximum capacity</b>
	Public Hall	150
	Training hall	75
	Committee Room	20
	Meeting Room	20
	Main Kitchen	
	Small Kitchen	
<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>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            Room dividing screen            Music surround sound system            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>		
Room set up – please tick:	Theatre Classroom U Shape Conference Banquet Banquet Round Please see Vestry Hall <b>Room Layout</b> on the last page of this Hire Agreement.	

Date of hire:	Day Date Year
Time required:	Start time End time Time required must include setting up and clear away. Please allow sufficient time for this.
Cost of hire:	Number of hours
Total cost of hire	Hourly rate        £ Total cost of hire £

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.

## 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>Individual's name</b>
<b>Incorporated Company Name</b> (if applicable)
<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. 21.

**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> /        / 20	

# Room Layout

