

Please Keep this sheet for reference

Morecambe War Memorial Hall

Thank you for your interest in using the War Memorial Hall. In order to make sure that it can be of the maximum benefit to all members of our community, we ask that you **read the terms and conditions** carefully and ensure that all users respect the property.

- The War Memorial Hall Management Committee

Single Event Bookings

To book the Hall, you need to:

- 1. Complete** the booking form with the date and time you need.
- 2. Sign** the form **after reading the Terms and Conditions Document**
- 3. Send** the form to our booking officer Mr David Prescott, **32, Greenwood Avenue, Bolton le Sands, Carnforth LA58AW** with a bond of £50 (payable to Morecambe War Memorial Hall).
- 4. Keep** this sheet for your reference.

The bond will be returned to you, provided there has been no damage or breakage and the correct rent has been received.

Terms & Conditions

Timing

We allow users an additional 30 minutes at each end of the booking for setting up and clearing away. Please keep to your booked timings, as other groups may be using the hall before or after you.

Rooms

Please only use the room(s) you have booked and are being charged for. There may be other users authorised to use other space in the building.

Payment

Payment of the bond must be made prior to using the hall. Payment for the booking can be made in advance, or in cash on collection of the key. Cheques are payable to: Morecambe War Memorial Hall

Keys

The hall's main doors can all be opened from the inside, so we will issue you with one key to get in. You can then open other doors from the inside for access if required. You **must** arrange a time to collect your key with Mrs Lesley Sayer (tel. 01524 423164) **at least 48 hours before your booking**. Failure to do so may prevent access to the building.

Please note:

- You should only allow people into the hall who are attending your event. Don't leave any door open unsupervised
- You must know who has the key at all times.
- You must check all doors are secured on departure
- You must return the key promptly when your event finishes. We only have a limited supply of keys, so it may be needed for another booking.
- Lost keys must be reported as soon as possible and will be charged for.

Damage

All breakages and damage must be paid for. Please report any breakages or damage as soon as possible. Repairs or replacement costs will be deducted from your bond.

Safety

Please make sure that you know the fire exits and locations of extinguishers. In case of fire, clear the building, gathering people in a safe outside area and call 999. **First aid boxes** are situated in the Ladies Toilets, The Servery, Upper Room and Main Kitchen Areas.

We expect users to have insurance, licences (e.g. for music or sale of alcohol) and policies in place to cover their activities where relevant (e.g. child protection, health & safety etc.) The Hall Committee may ask users to show evidence of this. Failure to do so may terminate the booking. All electrical equipment brought in must have a current PAT test certificate.

Cancellation

If you need to cancel your booking, please let us know as soon as possible. Others may be able to use the time slot.

In very exceptional circumstances we may need to cancel your booking. We will refund any bond or rental paid in advance, but we cannot accept liability for any expenses incurred by users.

Problems and Emergencies

The Management Committee aims to keep the hall well-maintained, clean and safe. If you encounter any problems with the hall during your booking, please report it as soon as possible. If there is a more urgent problem or safety issue that needs immediate attention (e.g. no heat, no electricity or a water leak) please try one of the following contacts:

Linda Page 07739062068

Mr Trevor Blaylock 01524 410706

Mrs Lesley Sayer 01524 42316

Booking form

Please:

- complete and sign this form. (***Please note that in doing so you are stating that you have read and agree to the Terms and Conditions***)
- Keep the terms and conditions in a safe place for your reference.
- Send this section with a £50 bond to **Mr David Prescott** (address above)

Cheques are payable to Morecambe War Memorial Hall.

Date requested:

Timing requested:

Room(s) required: (please tick all that you need)

Main hall Servery

Café

Upper Room

Kitchen

I agree to keep to the timing and use of facilities stated above, to abide by the Terms and Conditions, and to pay the rental due on time and in full.

Signed: _____ Date: _____

Name & Address (please print)

_____ Tel: _____

Email: _____ (only for contact about booking)

If we need to contact you just beforehand or during the event, please provide a mobile number if possible _____

