



Mayfield Memorial Hall

Conygree Lane

Mayfield

DE6 2HW

Registered Charity Number: 522698

Mayfield Memorial Hall Conditions of Hire

1. Bookings shall be made on the official booking form by the responsible adult. The person signing the booking form must be on the premises at all times and must ensure that all the conditions of hire are met.
2. The number of people at any function not to exceed 180.
3. The Memorial Hall bar is the only means of supply of alcohol at functions (if requested).
4. The Hirer must ensure there is adequate supervision of children, young people and adults at risk during hire and, particularly when there is a bar, to be undertaken by fit and proper persons in accordance with current legislation.
5. Any damage is to be paid for by the hirer, including any caused by equipment, electrical or otherwise brought in by hirer, who is responsible for safety of such equipment and use in a safe manner. Any Hirer/guest's property which remains in the Hall does so at the Hirer's risk.
6. The Hirer must familiarise themselves with the Fire precautions including the location of Fire bell, the location and use of fire extinguishers and the escape routes. In the case of a Fire (Alarm), the Hirer must ensure the premises are evacuated and the key holder for the hire informed. Lighted candles are not permitted due to risk of fire.
7. No Smoking or Vaping is permitted inside the building and hirers should ensure that those who smoke outside must dispose of the cigarette butts in the containers provided outside the building.
8. It is the hirer's responsibility to remind their guests NOT TO PARK ON OXMEAD.
9. The hall is to be left in a reasonable condition after use including kitchen and toilets.
10. The Hirer, if preparing, serving or selling food, shall observe all relevant food and health and hygiene legislation and regulations.
11. A £40 cancellation/cleaning deposit is required. This is non-refundable if you cancel with less than 14 days' notice, or if you leave the hall, kitchen or toilets in a state of unacceptable levels of hygiene requiring deep cleaning.
12. Bookings are to be paid for at least 1 week prior to the event in cash.
13. Sellotape is not to be used to hang decorations, please use blue tack or equivalent which will not damage the paintwork.
14. **Music is to finish at 12.30 am Friday and Saturday evenings.**
15. **Please drive slowly and with extreme care when travelling across Oxmead. This is an area where children, pets and residents walk.**
16. **The Memorial Hall committee accept no responsibility for damage to any vehicles parked on the premises.**
17. If table linen is to be hired, a charge of £20 will be made to cover cleaning, ironing, wear and tear.

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<https://www.mayfieldmemorialhall.org.uk/>

18. The Hirer shall not use the Hall for any purpose other than that described on the Booking Form. The hirer shall not sub-hire or allow the Hall to be used for any unlawful purpose or in any unlawful way, nor do anything or bring, or allow to be brought into the Hall anything which may endanger the Hall or users

Please read the conditions of the hire of the hall, sign and return the tear-off strip to the Booking Clerk.
Mrs. Mandy Sowter, 68 Mayfield Avenue, Mayfield, Ashbourne, Derbyshire, DE6 2JB

I agree to honour the above conditions of hire

Date.....

Name of Hirer.....

Address.....

Telephone.....

Signature.....