



Mayfield Memorial Hall
Conygree Lane
Mayfield
DE6 2HW
Registered Charity Number: 522698

Mayfield Memorial Hall Conditions of Hire for Classes/Groups Undertaking Multiple Bookings

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 class/group 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 used 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. Sellotape is not to be used to hang decorations, please use blue tack or equivalent which will not damage the paintwork.
12. **Please drive slowly and with extreme care when travelling across Oxmead. This is an area where children, pets and residents walk.**
13. **The Memorial Hall committee accept no responsibility for damage to any vehicles parked on the premises.**

Cancellation of bookings because of occasional fund-raising and other events

The Memorial Hall committee will endeavour to ensure that the hall is available for the agreed dates for multiple/long term bookings, but reserve the right to cancel any class or group if it clashes with the following events:

A — Fund-raising events the purpose of which is to raise funds solely for the hall, its maintenance and its upkeep.

Mayfield Memorial Hall, Conygree Lane, Mayfield, DE6 2HW
Registered Charity Number: 522698
<https://www.mayfieldmemorialhall.org.uk/>

B — National sporting events of interest to the majority of Mayfield residents such as major sporting events broadcast on national TV. Such events may occasionally affect a Friday or Saturday booking, but will be kept to a minimum and due notice will be given.

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.....