

## TERMS AND CONDITIONS of HIRE

### BOOKINGS

- Application to hire The Morris Hall must be made on our **Booking Application Form**.
- **The Hirer must agree to and comply with** the TERMS AND CONDITIONS of HIRE, the FIRE MARSHALL STATEMENT (on Booking Application Form, refers to the FIRE MARSHALL DUTIES) and the PROVISION OF SERVICES STATEMENT (on Booking Application Form, refers to the PROVISION OF SERVICES AGREEMENT) and the MANDATORY LICENSING REQUIREMENTS and the PRIVACY POLICY (see <https://morrishallshrewsbury.org.uk/privacy-policy>).
- The full **Hire Fee** is payable 4 weeks before your event.
- A **Deposit**, which is equal to the Hire Fee, must be paid at time of booking.
- If the booking is made less than 4 weeks in advance of your event the whole Hire Fee and the Deposit are payable on booking.
- In the event of **cancellation** there is a sliding scale for repayment of your deposit and fee as follows:
  - 3 months before event date, a full refund will be paid.
  - 2 months before event date, 50% of your deposit will be refunded.
  - 1 month before event date, 25% of your deposit will be refunded.
- Following your event, the Deposit will be returned after 14 days *if all of the Terms and Conditions have been complied with*.
- Liability for any breach is not limited to the Deposit, and the decision of the Trustees of the Morris Hall is final.
- Please consider insuring your event against loss.

### USE OF THE HALL

- **Strict compliance with Noise Limits is mandatory.** When **amplified noise** is used, the windows and the curtains must be closed, the fire exit door in the hall closed and speakers directed away from the rear garden side.
- A licensee must be appointed for the supervision of the supply of alcohol whose details must be provided.
- The provider of music (band or DJ etc.), alcohol, catering, event management or decoration services must sign the separate **"Provision of Services Agreement"** with the Trust confirming observance of the requirements at least one month in advance of the event.
- The highest standards of workmanship were used in the construction of the building in 1933. It is unique. **Please treat all parts with respect, especially the floor, walls, windows and decoration.** N.B. Heavy items or those which may leak or stain (such as beer casks) must be carried and/or adequate protection to the wooden floor used when moved or stationary.
- **No penetrating items** such as drawing pins or nails can be used to attach any decorative or other materials.
- All electricity **switches must be turned off** on departure [not the main control box].
- The area to the left of the front door [as you look at it] is private and is so marked.
- The rear garden is not for use unless specific permission has been given.
- **In no circumstances can an event continue after midnight [10:30pm on Sunday].**  
Clearing up quietly is permitted.

- All persons attending in whatever capacity must **show due consideration for the adjoining occupiers of both commercial and residential property**. This is especially important, the later the hour and when guests are departing.
- The Hall must be **locked** on departure.

## WASTE REMOVAL

- **All waste/rubbish must be completely removed both from the Hall, its grounds and Bellstone Court** (the courtyard in front of the Hall) **and taken away**.
- The outside **waste bins cannot be used** as they do not (including those in Bellstone Court) belong to the Trust.
- **A £75 charge will be deducted from your deposit if any rubbish bins/bags are left at the property** (this is comprised of a £60 removal fee charged by Shropshire Council and a £15 administration fee).

## RIGHTS AND POWERS

- Conduct - The Hirer is responsible for conduct of all persons attending and using the premises. Any person(s) failing to observe these requirements must leave immediately.
- Personal injury - The Morris Hall Trust accepts no liability whatsoever for any damage, injury or loss suffered by any person using, visiting, attending or employed upon the premises hired save as required by law and the Hirer shall be responsible.
- Right of entry - Any Trustee or person authorised by a Trustee shall have the right of entry at all times, and may intervene to modify or stop proceedings in the event of any term(s) of this agreement being breached.
- Children and young people - When children and/or young people are present, the Hirer is responsible for ensuring there are adequate protective and safeguarding measures in place, including appropriate supervision, at all times.
- Complaints - Any complaints regarding the use of the premises must be raised with the Trust within 3 days of the occurrence of the event upon which the complaint is based.