

BOOKING APPLICATION FORM

Please contact us via the contact form on our website, or by email to hello@morrishallshrewsbury.org.uk or by telephone (see the number on our website), to confirm dates and agree the fee for your hire before completing this Booking Form.

ROOMS REQUIRED: The Hall / Lake Room / Garden (*delete or circle*)

DATE of Hire..... **PURPOSE** of Hire

TIMES: From To
(include setting up and clearing up time)

HIRER'S NAME
ORGANISATION (*if applicable*)

ADDRESS
.....

PHONE landline..... mobile..... (*include both, if at all possible*)

EMAIL

AGREED FEE £..... + **SECURITY DEPOSIT** £.....

I am paying by **cheque / internet banking** (*delete or circle*)

FIRE MARSHALL STATEMENT:

As the **hirer** I/We accept we are wholly responsible for nominating at least one Fire Marshall to commence an evacuation in accordance with the published **Fire Marshall Duties**. The name and contact details of the Fire Marshall must be supplied here and the Fire Marshall will be asked to accept responsibility for their duties, by email, before your booking can be confirmed:

NOMINATED FIRE MARSHALL details:

Name: email: mobile:

PROVISION OF SERVICES STATEMENT:

Licensee (Alcohol), Music Provider, Caterer, Event Management, Decorations must each supply a signed **Provision of Services Agreement** and any insurance policies, one month before event.

I HAVE READ and AGREE to the

- TERMS AND CONDITIONS of HIRE, the
- FIRE MARSHALL STATEMENT (above) and the
- PROVISION OF SERVICES STATEMENT (above) and the
- MANDATORY LICENSING REQUIREMENTS and the
- PRIVACY POLICY (see <https://morrishallshrewsbury.org.uk/privacy-policy>)

SIGNATURE: **Date:**

- Booking forms and payment to be sent to: **S. George, 26 Alfred Street, Shrewsbury. SY2 5EY** - *please keep a copy for your records.*
- For payment by bank transfer our details will be provided to you as part of our booking process – when paying *please quote your code as a reference in the payment details.*
- For Deposit returns by BACS, please provide your bank account information:
Account name:
Sort code: Account number:

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.
- **The Deposit will be returned after 14 days following your event, only if all of the Terms and Conditions have been complied with.** The decision of the Trustees of the Morris Hall is final. Liability for any breach is not limited to the Deposit.
- A **Cancellation Charge** will be made at the discretion of the Trustees. *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.

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.

FIRE MARSHALL DUTIES

Overall Responsibility: Ensure swift and safe evacuation of everyone on the premises if fire alarm sounds.

Effected throughout by:

1. Knowing where all fire exit routes and fire alarm buttons are in each room.
2. Ensuring one person designated as the Fire Marshall at least is always present.
3. Ensuring exit routes not blocked by chairs or other obstacles.
4. Identifying everyone who may have difficulty leaving the building and putting in place measures to ensure their safe evacuation
5. Keeping a charged mobile phone available.

When Fire alarm sounds:

1. Phone 999 immediately [“Morris Hall, Bellstone, SY1 1JB”].
2. Instruct people to leave by nearest fire exit and leave personal belongings.
3. Direct everyone to assemble **outside *The Exchange Public House* on corner of Bellstone and St John’s Hill (SY1 1HU); this is the ‘Assembly Point’**.
4. Check all rooms and toilets, shutting doors once they are empty, on your way to the Assembly Point.
5. Report details of the evacuation to the person in charge/fire officer at the Assembly Point.

You may appoint others to assist, but **responsibility remains with you always as the designated Fire Marshall.**

Important information for the Fire Marshall:

- The Fire Exits are marked by standard Green signs and will be illuminated automatically on battery if the power supply fails.
- There are fire alarm activation/trigger points in each room. If these are activated, then an alarm will sound throughout.
- The alarm system is not linked to the Fire Station.
- The small black plastic alarm keys must not be moved.
- In the main hall the exit is by a single door to the outside adjacent to the stage area on the north side. This exit is not suitable for wheelchairs. The other exit for the main hall is the usual entrance double doors which access the foyer which in turn accesses the front door lobby and the outside.
- In the kitchen there is a fire exit door to the outside on the west side as well as the access door to the entrance foyer.
- The Lake Room has only one exit – to the entrance foyer.

MANDATORY LICENSING REQUIREMENTS

The sale of Alcohol in the premises and the provision of entertainment are governed by the Licensing Act 2003.

There is a current Premises Licence number PL/SC22332.

For all functions involving the sale of alcohol and/or music played there must be a person present at all times ("supervisor") with personal responsibility and authority to ensure that:

- ❖ public safety is ensured (including departure of those attending),
- ❖ noise levels are kept at levels which prevent noise nuisance occurring,
- ❖ anti-social behaviour is not tolerated,
- ❖ children are protected from harm,
- ❖ children are not sold alcohol, and
- ❖ alcohol is only sold in accordance with the terms of the above licence as set out below:

For the supply of alcohol

No supply of alcohol may be made under the premises licence:

- (a) at a time when there is no supervisor in respect of the premises licence, or
- (b) at a time when the supervisor does not hold a personal licence or their personal licence is suspended.

Mandatory Drinks Code Conditions

1. The supervisor shall take all reasonable steps to ensure that staff do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. An irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children:

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to:

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Licensing Act 2003);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on:

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The supervisor shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The supervisor shall ensure that free tap water is provided on request to customers where it is reasonably available

4. The supervisor shall ensure that individuals who appear to the him/her to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The supervisor shall ensure that:

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) Customers are made aware of the availability of these measures.

THE MORRIS HALL TRUST Provision of Services Agreement

in The Morris Hall, Shrewsbury SY1 1JB on [Date of Event]

The requirements of our Premises Licence and the Terms and Conditions of Hiring the Hall are set out on our website: **morrishallshrewsbury.org.uk** regarding the *Fire Marshall Duties* and the provision of

- Alcohol
- Music
- Catering
- Event Management
- Decoration

Please read them and confirm agreement by signing the following:

I/We have read, understood and where applicable agree to observe the

- **Fire Marshall Duties**
- **Terms and Conditions of Hire**
- **Privacy Policy**
- **requirements of the Premises Licence regarding provision of**
***alcohol / * music / * catering / * event management / * decoration.**

* *delete those which do not apply or ring those which do.*

Signed

Dated

Name: Address

Phone:

Insurers (inc. policy number)

Website address.....

Do you want to put mutual links on our respective websites? YES / NO