



MICHAEL DISTRICT
COMMISSIONERS
BARRANTEE SKYLLEY MAAYL

**MICHEAL DISTRICT COMMISSIONERS(MDC) COMMUNITY
CENTRE (MDCCC)
TERMS & CONDITIONS OF HIRE**

1. Individual booking requests stating the date, times, a brief description of the event and an indication of attendee numbers should be made in writing or preferably by email to the Clerk (clerk@michael.gov.im) at least 2 weeks before the date to allow for confirmation of room availability. The Clerk will respond within 2 working days and, if available, will advise of the hire charges and also provide a copy of these T&Cs. Full payment for the hire is requested at least 7 days before the event preferably by electronic transfer to the account listed below, although other payment options can be discussed and agreed by the Clerk.
2. Once the booking has been requested by the hirer (person or organisation) who is named upon the booking form, it is deemed that they accept the Terms and Conditions of Hire as stated in this document. Commercial party organisers, caterers, and hirers of specialist equipment should also be made aware of these conditions. Additional copies of the Terms & Conditions of Hire can be made available upon request.
3. An applicant must be 21 years or over to request a booking.
4. Once the booking has been confirmed, cancellations or amendments need to be made by email to the Clerk as soon as possible to avoid

unnecessary preparation by MDC staff. A refund will be made at the discretion of MDC.

5. Regular hirers will be invoiced on a monthly basis following credit approval, and settlement should be within 30 days from the date of the invoice. Payment by electronic transfer is preferred and can be sent to the following bank details quoting your invoice number as the reference. MDC reserve the right to cancel future bookings of regular hirers where payment of bookings is not received within the terms outlined above or where any hirer fails to comply with the terms and conditions outlined in this document.

Account Name: Michael District Commissioners

Sort Code: 55-91-07

Account Number: 25383817

6. The Clerk will be responsible for managing the supply and return of keys or access code numbers to the hirer on a booking-by-booking basis.

7. Access to the hall is strictly limited to the period booked and the period should not be extended without prior written permission. Any extension of the hired period may be subject to additional charges. Any preparation or clearing away for the purpose of the hire should be completed within the period booked. Hirers found to be exploiting these conditions may be refused future bookings.

8. The following is not permitted in MDCCC or grounds:

- Gambling.
- Sale or consumption of alcoholic liquor.
- Sale or consumption of illegal drugs.
- Smoking including vaping devices.

9. Hirers must comply with the limit imposed by the Fire Certificate relating to the maximum number of people permitted at any one time.

10. Hirers must comply with the 'Fire Routine' document that is displayed in the Hall and will be provided to the Hirer along with a copy of these terms and conditions.
11. Hirers must comply, at all times with any instruction given by MDC relating to the security, maintenance, good order and well-being of MDCCC.
12. MDC reserve the right to cancel or amend a booking, or offer an alternative booking, where either Hall is required by the Authority for any reason.
13. MDC reserve the right to refuse to hire either Hall or cancel any booking(s) without prior notice where such use could be detrimental to, but not limited to, the fabric of the building or its fixtures, fittings or contents, or be contrary to the principles of use for which either Hall is intended.
14. The hirer shall not do, nor permit to be done on the premises or within the boundaries anything which may invalidate the insurance of the premises or may cause a nuisance or annoyance to the general public or occupiers of surrounding properties.
15. The hirer shall be held responsible for any damage to the building, and/or any damage or loss of fixture, fittings and contents occurring during the period of hire. It is the responsibility of the hirer to ensure the building is properly secured and locked upon leaving the premises and that all interior doors and windows are closed. Failure to do so could result in any additional costs incurred to secure the building being charged to the hirer and any future bookings being declined.
16. It is the responsibility of the hirer to ensure that any electrical appliances used, including all lighting and provided facilities, are switched off upon leaving the premises. Any furniture or equipment used is to be cleaned and returned at the end of each booking, and any litter should be placed in the bins provided. The hirer will be held responsible for the cleaning of all equipment used during the period of hire, including the cleaning of the floor and rooms of any rubbish resulting from the booking. Any additional costs incurred in the cleaning of the hall will be charged to the hirer and future bookings

may be refused. Any perishable items should be removed from the premises and disposed of appropriately and any excess waste larger than the capacity of the bins provided should be disposed of by the hirer at their local amenity site.

17. MDC do not accept any liability whatsoever for any personal injury or death of any person arising out of or caused by the carrying out of any activity of any description on any part of the premises, including surrounding area.

18. MDC accept no responsibility whatsoever for loss of, or damage to, any personal belongings, money, or articles of any description belonging to the hirer or any person attending MDCCC. No liability is accepted for any personal items or goods left on the premises.

19. It is the responsibility of the hirer to ensure that any insurance and/or licences required to fulfil the purpose of the hire is obtained prior to booking, and any First Aid requirements are to be arranged by the hirer.

20. MDC reserve the right to amend these Terms and Conditions of Hire without prior notice. These Terms & Conditions of Hire are effective from ***01/04/2024***.