

WICKHAMBROOK MEMORIAL SOCIAL CENTRE

Booking Form & Terms and Conditions of Hire

Bookings and Payment

To confirm a booking, a Booking Form must be completed and sent, along with payment as agreed at time of booking, to the MSC Booking Manager, prior to the event. The MSC Booking Manager will make arrangements for key holding and access on the hire date. Keys must be returned to the MSC's representative no later than the agreed time.

Payment, as per the cost quoted by the MSC Booking Manager, can be made by cheque, made payable to The Wickhambrook Memorial Social Centre, or via BACS to Sort Code: 20-16-12, Account Number: 13993914, Account Name: The Wickhambrook Memorial Social Centre. An invoice/payment receipt will be provided.

Conduct of the Hiring

The control of guests is the responsibility of the Hirer. It is one of the conditions of hire therefore that either the Hirer or nominated representative shall be present on the premises throughout the event and shall be wholly responsible for ensuring that the hiring is conducted within the conditions of hire.

Particular attention is drawn to the following:

- The supply and sale of alcohol
- The Hirer's responsibility to ensure adequate noise control
- Health and Safety and the securing of the hall at the end of the hiring

Supply and Sale of Alcohol

Wickhambrook MSC **does not** have a licence under which alcohol can be supplied or sold.

If the Hirer wishes to run their own pay bar, the Hirer must obtain a Temporary Events Notice from St Edmundsbury Council. This can be done online, search St Edmundsbury Temporary Events Notice or use this [link](#). The cost is £21 (correct as at May 2024). A copy must be forwarded to the MSC Booking Manager prior to the event.

Control of Noise

When any form of musical entertainment is in progress, the Hirer is required to keep all windows and doors closed, including both the inner double doors to the Main Hall and the outer main entrance doors, and to pay particular attention to this when smokers congregate outside the building. The volume of the music, from whatever source, shall be constantly monitored by the Hirer or nominated representative and kept below any level that may cause disturbance to neighbouring properties. All music must cease by 22:30 hrs.

The Hirer, or their nominated representative, is responsible for ensuring that guests or participants in the event who may be outside the premises for any reason, such as smoking, or are leaving the premises or car park after the event, do not create or cause any noise nuisance. The Hirer is responsible for ensuring that there is no noise nuisance to neighbouring properties at any time. No variation of this condition can be agreed. The Hirer will also be answerable to police enquiries and liable for any fines imposed.

If the Hirer feels unable to fully comply with the noise control conditions, the booking cannot proceed.

Please mark/check this box to confirm you have read and understand the terms and conditions.

Health and Safety and Premises Security

It is a condition of the hire that the Hirer accepts responsibility for the proper and safe conduct of the event and for the security of the premises. The Hirer may wish to visit the venue, by appointment, before the date of the hiring, to familiarise themselves with the statutory fire regulations, location of fire fighting equipment, evacuation routes, accident reporting, noise control measures and the procedure for securing the premises at the conclusion of the event. Guidelines on securing the hall are detailed in the Closing and Securing the Hall document, displayed at the hall.

Conditions of Hire and Liabilities

The MSC reserves the right to refuse a booking or cancel a booking when absolutely necessary, giving as much notice as possible.

The MSC accepts no responsibility for loss or damage to any items brought onto MSC premises or for any damage or loss to equipment brought onto the premises by the Hirer or any of their representatives, such as catering or audio equipment.

It is the Hirer's responsibility to ensure all licence and safety requirements are met and adhered to and to check all their service providers have the appropriate insurance. The Hirer shall not allow the premises to be used for any unlawful purpose or in any unlawful way.

No materials or articles of any description are to be fixed with anything that causes any damage. All tables and chairs should be left where they were found. The MSC must be left clean and tidy and in the same condition as it was prior to the hiring. The Hirer may use the hall bin to dispose of any rubbish but only to the point where the lid still closes. The Hirer is responsible for the removal of all excess rubbish.

The Hirer shall observe all relevant food and hygiene legislation and regulations and, if selling goods, shall comply with Fair Trading Laws.

The MSC holds a Performing Rights Society licence.

Use of the MSC premises, equipment, car park, land and recreational facilities is permitted entirely at the user's own risk. No Rights of Way exist onto, on or across MSC premises or land.

Maximum capacity of the MSC main hall as set by the Licensing Authority is: seated at tables - 150, dancing - 300, closely seated audience - 200.

MSC Facilities Required: Main Hall / Stage / Bar Room / Kitchen / Pavilion Lounge / Dulcie Smith Room
(MARK AS APPROPRIATE)

Type of Event: (e.g. Party, Dance, Wedding Reception, Disco, etc)

Date Required: **Time Required - From :** **To:**
(to include time for setting up and clearing away)

Number Attending: **Bar to be supplied by**

Caterer: **Band or Disco operator:**

Hirer's Name:

Hirer's Address:

Telephone/Mobile: **Email:**

I accept and agree to abide by these Terms and Conditions, which is required to ensure compliance with the MSC's Public Entertainment Licence No. SEBC/LN/000001757.

Hirer's Signature: **Date:**

Please return a signed copy of this form to: The MSC Booking Manager c/o Willow Lodge, Attleton Green, Wickhambrook, Newmarket, Suffolk CB8 8YB or email a scan/photo of the completed form to bookings.msc@wickhambrook.org