

Maidstone Hockey Club Ltd (MHC) – Clubhouse Hire agreement.  
Terms and conditions of hire

**These conditions, if not met, may lead to cancellation before or during an event.**

**The attention of the hirer is drawn to the need for them to make all necessary arrangements for insurance cover against claims by persons for injury, damage or loss arising from this letting. If the hirer is bringing in services and/or equipment not provided by MHC. e.g. disco or other entertainment, outside catering etc, then the hirer must obtain and provide to MHC a copy of the Public Liability Insurance certificate held by those outside parties.**

All bookings must be made by e-mail to the MHC bookings manager (Mike Chapman, [mike@oaks.plus.com](mailto:mike@oaks.plus.com) 07790 492135). MHC will use e-mail to confirm bookings, issue invoices and receipts. Hirers must provide bank details to enable refund to them of any damage/cleaning deposits if added to the hire charge.

MHC reserve the right to refuse hire or to refuse admission to any individual. MHC will not be liable for any failure to meet their obligations due to circumstances beyond their control.

**The Clubhouse is licensed to sell alcohol on the premises. It is strictly a condition that Maidstone Hockey Club administers ALL alcohol sales on the premises and hirers must comply with all terms of the licence as advised by MHC.**

Persons attending functions do so with the agreement of the management committee of the club or its appointed representative(s) e.g. The Bookings and/or Bar Manager

Persons attending will be for the duration of the event categorised as Temporary Associate Members of the club with no voting rights

No underage drinking is permitted. MHC will strictly enforce this and will as necessary ask for proof of age and decline sale of alcohol if in any doubt.

Any person admitted to the Clubhouse who is guilty in the opinion of the club bar staff (or any other attending official) of conduct which is disorderly, or indecent, or of drunkenness may be excluded by that official. Such exclusion shall be reported at the next meeting of the Management Committee.

The duration of the hire will be agreed in writing between the hirer and MHC. Sale & consumption of alcohol and the playing of live or recorded music must stop at the times agreed. All attendees must leave the premises in a quiet and orderly fashion also at a time advised by and agreed with MHC. MHC reserves the right to make a charge in the event of late vacation of the premises or any other breach of agreed timings.

For one-off events the hirer shall pay a deposit of 50% of the total hire charge within 7 days of making a provisional booking. The booking will be provisional until the deposit is paid.

The balance shall be paid by the hirer at least 14 days before the letting date.

MHC may impose a refundable damage/cleaning deposit payable at the time of paying the balance due. If MHC requires a deposit this will be advised at the time of booking. It will be retained to offset any cost of damage considered by the club to have occurred during the period of hire and being the responsibility of the hirer. If such deposit is insufficient to cover the cost of repair, replacement or any additional cleaning which may be necessary, the hirer shall pay all outstanding sums on receipt of proof of costs. When no loss or damage is sustained the deposit will be refunded within 10 working days of the date of event.

Any damage must be reported to MHC (Mike Chapman and/or bar staff) directly during or after the letting unless after 22.00 hours then promptly the next day. This reporting requirement also applies to incidents regarding the fire and / or security alarms such as activation of the intruder alarm, etc.

For regular hire events MHC will issue invoices for payment on agreed terms

The hirer's requirements will be recorded on the 'Hire Application Form' that identifies all MHC current rates and charges for specific items.

The hirer shall be responsible for the proper and orderly use of the building.

**The building is strictly a no smoking area. Cigarette end receptacles are provided at the front and rear of the building.**

The hirer accepts knowledge of the location of fire exits and undertakes to keep them clear from obstruction. Hirers are deemed to have read, understood and to comply with MHC Health and Safety practice

**Fireworks, candles or any other open flames, barbeques, bouncy castles or similar inflatable equipment are expressly not allowed. Balloons or other inflatable decorations must be removed at the end of the event.**

Where the hire includes use of the kitchen it is a condition of hire that no frying of food takes place. Any breach of this hygiene certification and insurance condition may lead to immediate cancellation of an event, even if in progress.

The clubhouse must be cleaned after use and left in the condition present when hired. All kitchen equipment when used shall be thoroughly cleaned, dried and placed back in the appropriate cupboard. All table and bar surfaces to be left clear and clean and clubroom/kitchen floors to be left clean. All litter must be removed from the building and placed in the appropriate re-cycling or general waste "skip" situated outside the building. Taking care to separate the waste into the appropriate skip

Chairs and tables must be left clean and if moved out of the clubroom must be moved back into the clubroom at the end of the hire period.

Any hirer issued with a key to gain access takes full responsibility for the security of the building and its contents and must unset/reset the intruder alarm in accordance with separate instructions provided. Windows, external door and shutters must be closed and secured. In no circumstances may a hirer pass any key to a third party.

Storage of goods or equipment is not permitted overnight without prior consent. Such storage is at the hirer's risk

Last reviewed  
**November 2022**