



Preston Mall Youth & Community Centre
May Lane, The Mall, Kenton, HA3 9TX
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General Terms and Conditions of Hire

These terms and conditions govern the hiring of the Preston Mall Youth and Community Centre.

1. Definitions of Parties and Premises

- **The Management / PMYCC:** Refers to the Preston Mall Youth and Community Centre.
- **The Hirer:** The person or organisation who completes the Booking Form and/or makes payment. The Hirer is responsible for adherence to all terms and conditions by themselves, their guests, and personnel (e.g., decorators, caterers).
- **The Premises:** Refers to the Hall and the Preston Mall Youth and Community Centre.

2. Securing the Booking and Payments

- **Agreement to Terms:** By submitting a completed Booking Form and payment, the Hirer agrees to be bound by these Terms and Conditions of Hire.
- **Security Deposit and Booking Fee:** Bookings shall be made at least 14 days before Hire and only once the Deposit of **£200** is paid. The balance must be paid at least **14 days** before the hire.
- The deposit will be repaid within **14 days** from the date of hire, less any deductions (e.g., damage, over-run fee, excessive cleaning).

3. Cancellation

- **Cancellation by Hirer:** Refunds will be granted based on the notice period given:
 - 4 weeks or more: Full refund (less the non-refundable Booking Fee).
 - Less than 4 weeks: 50% refund.
- **Cancellation by PMYCC (Right of Termination):**
 - The Management reserves the right to cancel or refuse a booking at any stage. A refund of payments received will be issued, which shall be deemed full and final settlement.
 - The Management shall not be liable for cancellations or failure to provide facilities due to circumstances beyond their control (e.g., fire, flood, power failure, extreme weather).
 - The Management reserves the right to terminate the event immediately in the event of any breach of these Terms and Conditions. In such cases, the Booking Fee may be forfeited.

4. Hire Period and Access

- **Start / Finish Times:** The Premises must be completely vacated by the agreed end time.
- **Over-run Fee:** The Management reserves the right to charge an over-run fee of up to **£25 for each 20 minutes** beyond the agreed finish time. This fee will be deducted from the Security Deposit.

5. Capacity and Principal Contact

- **Maximum Capacity:** The Hall has a maximum capacity of **120 persons**. If this number is exceeded, the PMYCC has the right to terminate the hire immediately.
- **Principal Contact:** The Hirer shall provide a contact as the main liaison for the booking and the event.

6. Insurance, Indemnity, and Liability

- **Risk and Damage:** The Hirer is liable for any damage, loss, or claims arising during the hire period.
- **Indemnity:** The Hirer shall indemnify the PMYCC against any loss, damage, claim, or expense howsoever arising, caused or occasioned during the Hirer's use of the Premises.
- **PMYCC Liability:** The Management accepts no liability for any accident, injury, loss, or theft to the Hirer, their guests, or anyone associated with the hire. The Management strongly advises the Hirer to take out their own Public Liability/Event insurance to cover risks associated with using the Premises.

7. Furniture and Car Park

- **Table and Chair Set Up/Down:** The Hirer must arrange set-up and set down of tables and chairs with the PMYCC at the time of booking. It is the Hirer's responsibility to set up and set down all furniture before and immediately after the end of the Booking, unless the PMYCC's service is used. The PMYCC **does not** provide table dressing, decorations, chair covers, cutlery, or glasses.

7. Conduct and Usage

7.1 Alcohol

- **PMYCC Bar:** The PMYCC is a licensed premises and has an on-site bar. The bar shall close 30 minutes before the end of the Hire period to allow the Hirer time to clear up.
- **Service Rules:** Alcohol will not be served to anyone under 18 or those who appear intoxicated.
- **Unauthorised Alcohol / Corkage:** If the PMYCC witnesses any alcohol being consumed on the premises that was not purchased from the PMYCC bar, a corkage fee will be charged.
- **Hirer's Own Alcohol:** If the Hirer wishes to bring and serve their own alcohol, this must be agreed upon with the PMYCC **prior to the hire.**
 - A corkage fee of **£400** will apply.
 - The Hirer must bring their own cups, glasses, and ice.
 - The Hirer is **not permitted to sell** alcoholic drinks to guests.
- **Behaviour:** In the event of unsociable behaviour caused by intoxication or otherwise, the Hirer shall remove the individual(s) responsible. Failure to do so may result in the termination of the Hire.

7.2 Noise and Music

- **Sound Levels:** The Premises is located in a residential area, and noise is strictly controlled. PMYCC will advise the Hirer if sound levels are too high. The Hirer must comply immediately with a request to lower the volume. Failure to comply may result in the PMYCC terminating the booking immediately.

7.3 Prohibited Items and Activities

- **Fire Safety:** Fire exits must be kept clear at all times. Only tea lights are permitted as decoration. Any items that may pose a fire risk are prohibited unless prior agreement is secured from the PMYCC.
- **Smoking/Drugs:** Smoking, e-cigarettes, vaping, and drug use are not permitted inside the venue.
- **Animals:** No animals are allowed inside the Premises, with the exception of assistance dogs.
- **Prohibited Items:** The following items are not permitted on the Premises:
 1. Fireworks, pyrotechnics, flares, sparklers, smoke machines, or explosives.
 2. Betting, gambling, or raffles (unless prior agreement is secured).
 3. Nails, staples, screws, tacks, or glue for affixing decorations.
 4. Helium balloons and confetti bombs (unless prior agreement is secured).
- **Damage from Decoration:** Marks left by adhesive tape or Blu Tac must be removed. Damage caused by decoration requiring repair shall be paid for by the Hirer and deducted from the Security Deposit.

8. Kitchen and Cleaning

- **Cooking:** Cooking is not permitted without prior consent. Warming of pre-prepared food is allowed.
- **Kitchen Cleanliness:** The kitchen must be cleaned, and the floor mopped at the end of the Hire. Caterers must bring suitable containers to take waste oil back to their premises.
- **Rubbish Disposal:** The Hirer is responsible for ensuring all rubbish (bottles, cans, plates, general waste) is collected in large, strong bin liners and disposed of in the industrial bin provided.
- **Excessive Cleaning:** The Hirer will be charged for any excessive cleaning required, including the removal of confetti, stars, or sequins. The charge for excessive cleaning is **£100**, which will be deducted from the Security Deposit.
- **Supplied Items:** The PMYCC provides toilet rolls and hand wash.

10. Car Park:

- The PMYCC has parking for 25 vehicles. The Management does not actively manage the car park. The Hirer is responsible for ensuring guests respect the use of disabled spaces for less able-bodied individuals and do not block entry or access.

10. Staffing and Authority

- **PMYCC Staff:** Staff will be on duty to provide support, monitor activity, and offer assistance.
- **Authority to Terminate:** PMYCC staff have the full authority and reserve the right to terminate the event with immediate effect in the event of a breach of these Terms and Conditions.