

Manningham Mills Community Association Ltd.

Company No 4261310 (England and Wales) Charity no. 1093696.



Manningham Mills Community Centre, The Silk Warehouse, Lilycroft Road,
Bradford BD9 5BD. ☎ 01274 483861 www.mmcabradford.org.uk Email: mmca@hotmail.co.uk

Booking Terms & Conditions

MMCA are responsible for managing and maintaining Manningham Mills Community Centre. It is our intention to keep our costs as low as possible to enable maximum use of the Centre, especially by the local community.

Costs vary according to whether you are a commercial or statutory organization, a funded voluntary organization, or an unfunded community organization, which room/s you wish to use & the period of time. 250 people is the limit set for fire safety in the building at any one time, all bookings must guarantee they will not exceed this limit.

Our booking requirements

- We require everyone booking the Centre to complete a booking form which details their requirements and acknowledges their responsibility for the centre whilst in their care.
- The full fee must be paid at least 2 weeks before the booking. Additional requests made after the booking or on the day will be invoiced separately. Cancellations or amendments must be made in writing or by email to sonia@mmcabradford.org.uk or mmca@hotmail.co.uk. Cancellations less than 14 days before the booking will incur payment of half the fee, or less than 7 days, the full fee.
- If your organization requires a purchase order no (e.g. Bradford Council) the hirer **must** make sure this is included, payment of our invoice will not be made without it. This is a requirement before we will confirm your booking.
- All booking requirements including delegate numbers will be confirmed with hirers a week before the booking takes place
- Hirers booking the centre must notify their delegates of any change made to their bookings, for example cancellations/amendments of times etc. MMCA cannot take responsibility for this.

Hire of equipment

- All equipment which is required for bookings must be booked in advance. We cannot guarantee that this will be available on the day.
- Please do not remove any equipment from the centre. Anyone found to have removed equipment from the centre will incur an additional charge commensurate with MMCA's loss & inconvenience.

Publicity

- Hirers must not publicise bookings prior to confirmation from MMCA. Your booking is classed as provisional until your fully completed booking form has been returned to MMCA & confirmed by us.

Damage

- Any damage, extra cleaning or other problem resulting from the booking will be raised with the hirer within a week of the booking. If such problems result in costs to the Centre, the hirer agrees to reimburse these costs. Hirers breaching our terms and conditions will not be given further bookings.

IT facilities

- Hire of our IT facilities or equipment will include ***initial set up only***, any technical help required must be provided by the hirer themselves on the day. Centre staff cannot load software or download information to transfer or be expected to assist in any other matter that is not related to the functioning of our equipment.
- Anyone using our broadband facility must agree to abide by our IT policy on display in the IT room.
- Do not save important information on the computers as this will be erased after the session.
- Anyone using their own IT equipment must test any software and do preliminary checks to make sure that the equipment is compatible with MMCA's.

Invoices

- For invoice queries, please contact dawn@mmcabradford.org.uk, or mmca@hotmail.co.uk.

Food & drink on our premises

- Hirers are required to communicate to delegates that Manningham Mills Community Centre does not allow people to consume their own food or drink in the centre. All food and drink is to be purchased from our Chaat Café.
- Our kitchen can normally only be used under supervision of our staff. Any other arrangement must be agreed with our Café Manager.

Safeguarding children & vulnerable adults

- Any bookings for events for under 18s or vulnerable adults, except family parties, must prove that the organizers and those in charge hold satisfactory current Criminal Records Bureau checks.

Public Liability Insurance

- Hirers must ensure they have adequate insurance for their event or activity. MMCA cannot be held responsible for any injury or damage to person or property on or outside our premises unless this can be shown to be due to neglect or breach of our public duty.

Health & Safety

- Hirers must inform their party of fire precautions and any Health & Safety issues. Visitors are expected to conform to the Centre Conduct Policy whilst on our premises which is on display.
- The Hirer must not allow any unauthorised person access to the premises during their booking, or allow unauthorised access to other parts of the building without the agreement of MMCA.
- The Caretaker is responsible for checking the building is safe, secure, fit for use, that fire exits are not blocked before bookings & ensuring no-one is left on the premises after the booking.
- The Hirer should be made aware of any emergency phone numbers in case of need.

Complaints

- Any group wishing a variation of our terms and conditions or having a complaint or query should speak to the Centre Manager in the first instance, or write to

The Chair of MMCA
Manningham Mills Community Centre
The Silk Warehouse
Lilycroft Road
Bradford, BD9 5BD