

Terms and conditions:

Social Bookings

Please note: A member of staff will contact you to confirm availability. Following this, you will be required to come in and pay a £100 deposit per hall to reserve and confirm your booking date.

Cancellations:

All cancellations need to be made within 7 working days of the hire date or MFF will charge the full amount unless the facility is re-let.

1. Any catering that is sourced will be the responsibility of the person/ group requesting it.
2. The room must be left clean and tidy at the end of the session ready for the next user, all rubbish to be put in the allocated areas. Failure to leave the hall(s) in a satisfactory condition, will result in the extra cleaning costs being deducted from your deposit and any extra over that you will be invoiced for.
3. Any damages will be chargeable to the hirer (person signing this form) including any hired equipment.
4. Any equipment that you bring with you, e.g. music systems, decorations, are at your own risk / responsibility. MFF will not be responsible for this.
5. Any activity that requires a license, e.g. alcohol - You must notify MFF when making the booking.
6. You must vacate the building at the end of your hiring time. Failure to do this will result in the extra time, staffing and security being deducted from your deposit and any extra over that you will be invoiced for.
7. Marsh Farm Futures Code of Conduct is to be adhered to at all times
8. Failure to comply with any of the terms above, will result in your deposit being withheld.

Code of conduct

We welcome people of all abilities, age, race, social class, colour, ethnic or national origin, culture, gender, sexual orientation, marital status, religion or creed at this community centre.

It is our aim that no one should receive unfair or unlawful treatment here. We want all service users and workers to feel safe in this building, and we therefore ask you to observe the following code of conduct:

None of the following acts are acceptable here: -

1. Words of abuse or assault on any other person.
2. Words or gestures of abuse to service users or staff or behaviour likely to exclude or offend any persons on the grounds of their race, social class, colour, disability, ethnic or national origin, culture, age, gender, sexual orientation, marital status, religion or creed.
3. Production or distribution of material which in the view of MFF is racist, sexist, ageist, homophobic, or offensive to people because of their disability, social class, ethnic or national origin, culture, marital status, gender, religion or creed.
4. Nuisance or annoyance to any other persons.
5. Bringing in alcohol unless attending a private function.
6. Being in possession of objects that may be deemed to be offensive weapons.
7. Possession of an illegal substance.
8. Damage to any part of the building or its contents.
9. Interference with or unauthorised entry to activities or functions.
10. Refusal to obey instructions given by a member of MFF staff on duty.

Failure to comply with this code of conduct will result in an order to leave the premises and their grounds immediately.

Such behaviour can also result in being banned from the premises and their grounds for a longer period or indefinitely.

Health and Safety - Fire procedure

- If you find a fire please alert the rest of the building by pressing the nearest red call point.
- Do not attempt to tackle the fire.
- Leave the building at the nearest exit as quickly and safely as possible.
- The assembly meeting point is located by the green sign in the front court yard. Please wait there for further information. A fire marshal will be wearing a high visibility jacket.

First Aid

- First aid supplies are kept at the front desk.
- If a first aider is required, please speak to the person at the Reception desk

Contact Details

Futures Fun Factory and Halls – 01582 492 166