

Conditions of Hire:

We (hereafter referred to as Magic Garden Play Cafe) reserve the right to:

- Refuse any booking without giving reasons or entering into additional correspondence
- Request additional evidence, waivers, charges or returnable deposits in relation to your hire of the hall
- Terminate this agreement (with a full refund) without further reason at any time
- Terminate this agreement without refund at any time if you are found to have broken the terms of this agreement
- Demand additional charges after your event if you fail to keep to the terms of this agreement



Magic Garden Play Cafe will:

- Provide you with a hall that reasonably clean and is safe to use based on reasonable expectations with access to water, toilets, heating and electricity. Every effort will be made to provide access to WiFi and basic kitchen equipment, however Magic Garden Play Cafe do not provide this as a guaranteed service.
- Provide brushes, dustpans, and bins for cleaning. If a vacuum cleaner may be required, please ask for one at opening.
- Advise you within 14 calendar days of closing the hall if additional charges are due for violation of this agreement
- Reserve the right to remove, dispose of, sell, give away damage or destroy anything left in the hall after it has been closed following the event (though lost property will normally be retained for at least a fortnight)
- Provide a reasonable number of chairs and tables
- Set up the hall as agreed above (and only if agreed above).

The hirer will for the duration of their time of hiring (the event):

- Complete the information on the booking form accurately and without deliberate intent to mislead or deceive
- Not hire or attempt to hire the hall for an event that will break any UK legislation or go against the equalities policy of the hall
- Not sub-let, rent space in the hall or make a profit for themselves or others from the booking unless this is the stated aim of the event
- Take full personal or corporate responsibility for the terms of this agreement being observed, including ensuring relevant planning for capacity and potential issues around security or monitoring of compliance and ensuring that all those in attendance have complied with relevant insurance, safeguarding or other legislation or practice
- Pay the amount(s) requested by the dates noted above
- Will be present in person within five minutes of the opening time stated
- Will have the hall prepared for closing at the agreed closing time
- Sweep away and remove any rubbish, wash up cups, flush and clean toilets and provide any equipment not supplied as may be necessary to ensure the hall is left clean and tidy
- Ensure that alcohol is not brought onto the premises (including the outside land)
- Ensure that the consumption of prohibited substances does not take place during the event and that smoking does not take place in the building.
- Ensure that access to the event is restricted to those allowed to attend (the visitors)

- Ensure that the conduct of visitors, the presentation of the hall (set up etc) and the operation of the hall is safe and legal at all times
- Pay in full for any damage to the hall or cleaning needs that arise during the event
- Only use electrical or mechanical equipment that is safe and in a good state of repair
- Pay in full for any cleaning, administration, legal or other costs amounted as a result of their failure to comply with this agreement.
- Sign in the Hirer / their representative in the sign in book and maintain a record of all those at the event (unless open to the public)
- Fully record any accident, damage or potential breach of the law and report this to the member of staff upon closure
- Take full responsibility for safeguarding children in line with the displayed child protection policy
- Ensure that at least one person present has a working mobile phone with signal and credit for emergency use
- Follow the directions of the member of staff at any time while in the hall or its grounds
- Not convey or transfer responsibility for access or the event to any person, nor attempt to copy keys or access codes
- Set up and clear away tables and chairs unless by prior agreement
- Supply (and arrange the swift return of) additional furniture that may be required. Magic Garden Play Cafe may be able to undertake this work for an additional fee.

Bouncy Castle:

- If any damage (above reasonable wear and tear) is found, Magic Garden Play Café have the right to keep the Bouncy Castle Deposit to pay for any repairs or replacements.
- Reasonable Damage is classed as (but not limited to) light scuffs, marks, scrapes and scratches.
- Any damage that prevents the functional use of the Bouncy Castle will result in the deposit being used to repair the unit.

Data Protection:

Magic Garden Play Cafe only process information necessary to provide or administer activities or services rendered by ourselves, is bound by Data Protection Regulation and our GDPR Policy. It will be stored for six months following your final booking and secured in a safe place. The data on the booking form will be made available to a member of staff or volunteer appointed by the Company for opening and closing on the day. To withdraw permission, please email booking@magicgardenplaycafe.co.uk and your data will be destroyed 30 days after the booking has been completed, unless there are any outstanding payments or disputes. Please note that if you withdraw permission, we may not be able to honour a forthcoming booking.

All the above also applies to Haworth Village Hall Ltd and their affiliates.