

Metheringham Airfield Visitor Centre (MAVC)

Hall Hire Terms and Conditions

The following are the formal Terms and Conditions, regarding the hire of the Peter Scoley Hall within the Metheringham Airfield Visitor Centre (MAVC), Westmoor Farm, Martin Moor, LN4 3WF.

The Hirer named must be over 21 years of age and shall be personally responsible for the payment of all charges and for compliance with these conditions. Hirers are advised to view the facilities in advance of the hiring, to ensure the suitability for the hiring and that they can adequately supervise the hiring in the event of an emergency. Failure to inspect the premises for suitability in advance will not be accepted as a cause of cancellation.

General

The Peter Scoley Hall is the former World War 2 RAF Metheringham gymnasium building, which has stood the ravages of time over nearly 8 decades of Lincolnshire weather. The hall forms part of the accredited museum and contains some of our larger artefacts which are on open display.

The hirer shall not allow the hall to be used for any unlawful purpose or in any unlawful way nor commit or allow to be committed any nuisance or any act or thing which may be or become a source of danger inconvenience or annoyance to MAVC or the owners or occupiers of any neighbouring property nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof.

Licensing

The hirer must comply with fire regulations and statutory requirements concerning licensing and entertainment relevant to the event. The premises does not have a Premises Licence under the Licencing Act 2003. Please check North Kesteven District Council for criteria for applying for a temporary licence.

<https://www.gov.uk/premises-licence/north-kesteven> MAVC does not have a licence to sell drinks or to play copyright music. It is the responsibility of the hirer to apply for the necessary licences required for their event. MAVC must consent for the licensed activity to take place prior to a licence being applied for.

Booking days and times

Functions can take place on Mondays (not bank holidays), Tuesdays, Thursdays and Fridays between the hours of 9am and 10pm.

The hiring shall be strictly limited to the use for which the Peter Scoley Hall has been booked and within the times agreed for the event. The hire period will include the time needed for the hirer to set up the Peter Scoley Hall. The activities should end 30 minutes before the end of the hire period to allow time for clearing up, returning the Peter Scoley Hall to its former state and to ensure the hall and site is vacated by the end of the hire period. In the event of any over-run MAVC reserves the right to make an additional charge.

Arrival and Departure

Arrangements for access to the hall will be made shortly before your hire – please contact enquiries@metheringhamairfield.co.uk a few days before the event for details of the onsite contact.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or return after the hire period, except in exceptional circumstances and by prior agreement with MAVC.

Guests are expected to vacate the premises within fifteen minutes of the end of the period of hire. Only those helping to clear the hall should be on the premises at that point.

Representatives of the MAVC shall have right of entry at any time during the hire.

Damage or loss

We request that users of the building respect its history and undertake no activities which in any way would affect the building or the historic visitor centre exhibits displayed therein. The Hall holds items which are irreplaceable so the hirer shall take all reasonable precautions to ensure that no damage occurs to the property or contents. Damage caused to the museum premises, its fixtures or fittings during the function, will be charged to the hirer on a repair or renewal basis (whichever is reasonably deemed appropriate by MAVC)

Health & Safety

MAVC operates on a working farm, and has close neighbours. We ask that you and your guests respect them and their property, and pay close attention to moving vehicles whilst on the premises.

The Hirer shall read the displayed notices on fire precautions and be responsible for the evacuation of users in the event of a fire or other hazard. The hirer must adhere to any Health and Safety rules and standards in force at the time of the use of the hall including; ensuring that chairs are stacked no more than 6 high and that exits remain unobstructed during use.

Facilities

The Peter Scoley Hall can accommodate a maximum of 150 people sitting down to eat. We would suggest that, should your party be larger than 90 people, you provide your own tables and chairs. Ensure floors in the main hall are swept and dry (we are not expecting them to be spotless, but no mud/water/debris etc. Ensure all tables used are clean and have been wiped down (no pen marks etc.)

A kitchen is available as part of the hire charge see below for terms of use. Ensure kitchen floor is swept and clean (again, not spotless, but no food/water etc.) Ensure kitchen worktops are clean and wiped down. Some cleaning materials will be made available (brooms, dust pans and cleaning cloths).

Please note that volunteers' personal equipment (e.g. personal CDs) is left in the volunteers area of the kitchen, these are not to be used by hirers.

Heating

The heating can be turned off /on by the main switches which are located inside the cupboard on the wall of the hall on the left of the main entrance.

Toilet Facilities.

For large events, it will be necessary for you to arrange for the provision of your own toilet facilities.

For smaller events, please use the on-site toilets. Please ensure they are left in a clean and tidy condition at the end of your event. Toilet floors should be clean (no muddy footprints), mop if necessary. Ensure toilets are flushed/clean, and toilet sinks cleaned (no mud/paint left on sinks/taps).

Car / Coach Parking

You are required to ensure drivers of cars and coaches obey the site speed limits, park appropriately, refrain from creating excessive noise, and obey any instructions given by MAVC volunteers.

Hirer's Goods and Equipment

Hirer's goods and equipment must not be stored in the premises without the written permission of MAVC. Any goods left in the premises are at the hirer's risk and MAVC accepts no responsibility for their safekeeping. A storage charge may be levied by MAVC for any goods and equipment left in the premises.

The hirer will also be responsible for ensuring that any portable electrical equipment brought into the premises is safe for use.

End of hire

Please leave the hall clean and tidy. Please stack in the furniture in the designated area of the hall. Please remove all rubbish and recyclable items and take them with you when you leave. No rubbish or recyclable items are to be left on the premises.

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. A handover will take place with an MAVC representative to ensure the hall has been left as per this agreement. Any contents temporarily moved from their usual positions are properly replaced, otherwise MAVC shall be at liberty to make an additional charge.

No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

In the event of a Fire

Hirers must ensure that all precautions are taken against risk of FIRE and damage to the property. Instructions for smoke/heat alarms/exits/equipment, and what to do in the event of a fire, can be found at the entrance to the main hall area.

The Hall has no telephone. Please ensure you have a mobile in good working order with you.

All means of EXITS from the premises must be kept free from obstruction and immediately available for instant public exit. The emergency exit illuminated signs remain on permanently.

Emergency Exits

1. The main entrance door at the side of the building.
2. The small door, left hand side of the building currently where the Link Trainer is situated.
3. The large sliding “barn” doors at the bar end of the building.

In an emergency, call the appropriate emergency service using 999, quoting location as Metheringham Airfield Visitor Centre, Westmoor Farm, Martin Moor, LN4 3WF.

What3Words Location - <https://what3words.com/frames.backswing.birthdays>

Furniture

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables neatly in the furniture area at the designated area of

the hall. A first aid box is located in the kitchen, along with an Accident Report book. All recorded accidents must be reported to the management as soon as possible. It is the duty of the management to inform the authorities.

Health and Hygiene

If the hirer uses outside contractors the hirer needs to ensure the contractors have the necessary insurance cover and certificates in place i.e. food hygiene certificates etc

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations, in particular dairy products. Vegetables and meat must be refrigerated. Please request that the hall's refrigerator be made available prior to your event if required.

Consideration for neighbours

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are a disturbance for local residents.

No alterations

You must not fix decorations on any surface. Free-standing decoration may be arranged on tables or the floor, near tables.

MAVC has Public Liability Insurance for general public use of the hall which is underwritten by Hiscox Insurance. This Insurance does not specifically cover Public Liability for Hire of hall including the use of equipment e.g. Bouncy Castles used for private events. The Hirer should ensure they have adequate Public Liability Insurance in place for the use of such equipment.

Faults/ damage/ comments

Please report any faults or damage to the MAVC nominated contact as soon as possible so that they can be rectified quickly. MAVC welcomes comments or observations that you may have about your hire of the hall.

Please ensure you sign the booking form to state you agree with these terms and conditions.