

**M.L.T. Ltd. Booking Agreement**  
Toft House, The Avenue, Linthorpe, Middlesbrough, TS5 6SA

**Booking Applicant Details**

Association, Group or Society etc. - If Applicable \_\_\_\_\_

Name: \_\_\_\_\_

Address

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

MLT Club Member: **YES/NO** \_\_\_\_\_

**Event Details**

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Hours Duration: \_\_\_\_\_

Type of Event (E.g. birthday): \_\_\_\_\_ Anticipated Number of attendees: \_\_\_\_\_

Maximum number of attendees -allowed: **Bar Lounge 120 Studio 60 Upstairs Rehearsal Room 20**

**Venue/s Required** (Tick as required)

Bar Lounge

Studio

Upstairs Rehearsal Room

Studio and Rehearsal Room please contact Mike Crooks for availability and fee- see below.

Please note the Bar Lounge is free to hire, however a charge of £10 per hour is payable for each member of staff employed to cover staffing of the bar for the duration of event. Please contact Ann Lee for availability – see contact details below.

Booking Fee per Hour £ \_\_\_\_\_ Hours \_\_\_\_\_ Full amount due \_\_\_\_\_

Payable on or before \_\_\_\_\_

*A refundable damages deposit may be requested of £50. A cheque is preferred, to be destroyed or returned post event. Cheques should be made payable to M.L.T. Ltd.*

**M.L.T. authorised representatives.**

Please contact Mike Crooks or Ann Lee if you require further information.

**Studio or Rehearsal Room Booking**

Mike Crooks

Tel: 07905 654194

Email mvcrooks@hotmail.co.uk

**Bar Lounge Booking**

Ann Lee (Secretary)

Tel: 01642 273100

Email: annlee70@gmail.com

**PTO**

## **Declaration to be Completed And Signed**

The individual and/or organisation detailed below accept the definitions, terms and conditions of Booking as set out in this document.

SIGNED by or on behalf of the applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Group (If applicable) \_\_\_\_\_

Booking Approved: YES NO \_\_\_\_\_

SIGNED on behalf of MLT Ltd \_\_\_\_\_

DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ M.L.T Position: \_\_\_\_\_

**To be completed ONLY for bookings involving children, young people under 18 and vulnerable adults.**

### CHILD PROTECTION STATEMENT

The Applicant accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises have been booked.

SIGNED by or on behalf of the applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Group (if applicable) \_\_\_\_\_

ANY SPECIAL CONDITIONS – please complete after discussion with Mike Crooks or Ann Lee.

***Please return the completed booking form to Mike Crooks or Ann Lee at the address above.***

## M.L.T. PREMISES TERMS AND CONDITIONS OF BOOKING

### **BOOKING**

All booking applications must be in writing on the booking form provided. The person signing this form will be considered the booking applicant. Where an organisation is named in the application the organisation will also be considered the booking applicant and shall be jointly and severally liable with the person who signs this form.

### **ACCESS**

Once a booking has been approved the facilities will be opened and closed by M.L.T. staff or representative at the times agreed for the booking.

### **DEPOSIT:**

Where the booking involves the Bar Lounge or Studio a deposit of £50 may be required to be paid at the time of booking. This will be returned within 30 days of the event, subject to any sums withheld to meet the cost of rectifying damage arising during the Booking.

### **SUPERVISION AND RESPONSIBILITY:**

The applicant will during the period of the Booking be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity.

### **COMPLETION OF Event:**

At the end of the event the applicant shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Should this not be complied with M.L.T. reserves the right to make an additional charge, which may be deducted from the deposit paid.

### **CHILD PROTECTION:**

In the event that the Booking involves the attendance of children and young persons under the age of 18 at the premises, the applicant confirms that there will be in place an appropriate Child Protection Procedure. The applicant agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The applicant confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the course of the Booking.

### **PARKING:**

Adequate parking is available in the main car park to the rear of Toft House or at the front of the building.

### **EXCLUSIONS:**

The applicant shall not use the premises for any purposes other than that described in the Booking Agreement and shall not sub-Book or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.

### **ALCOHOL:**

M.L.T. is a licensed premises and alcohol may be consumed with agreement by persons over 18 in accordance with U.K. licensing regulations. Patrons are not allowed to bring their own alcoholic drink onto the premises. All alcoholic drinks must be purchased at the bar,

### **SMOKING:**

Smoking is only permitted within the courtyard on the ground floor. With the exception of the courtyard the premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.

### **MUSIC:**

The applicant undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Applicant who intends to play music or have a live band agrees to inform M.L.T. Ltd. in writing at the time of booking. The Applicant undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Applicant agrees in any event to terminate all loud noise on the premises at 11.00pm. Music played in the bar lounge must cease when normal opening hours commence at 6.00 p.m..

### **PUBLIC SAFETY:**

The Applicant shall comply with all Health and Safety conditions and regulations made in respect of the premises by M.L.T Ltd.

In the event that the booking entails public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

Where the purpose for which the premises are Booked includes dancing, the Applicant shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.

### **EMERGENCIES:**

In the event an emergency the applicant and his/her guests must follow the instructions for evacuation as directed by a member of staff or M.L.T representative if present at the event. Where no member of staff is likely to be present, the applicant should familiarise themselves with the evacuation procedures and exits in advance.

### **DAMAGE:**

The Applicant shall indemnify M.L.T. in full for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the Booking as a result of the Booking.

The Applicant or his/her guests shall not interfere in any way with fittings or fixtures on the premises.

It is the responsibility of the Applicant to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. Electrical equipment brought onto the site must be P.A.T. certified.

### **INSURANCE:**

The Applicant acknowledges that the loss of any items left unattended is not covered by M.L.T. Insurance cover.

### **CANCELLATION:**

If the Applicant wishes to cancel the booking before the date of the event and M.L.T. Ltd. is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be in the discretion of M.L.T. Ltd. A minimum notice of 7 days is required to cancel a booking.

M.L.T. Ltd. reserves the right to cancel a Booking in the event of the premises being unavailable due to staffing difficulties, essential repairs or that the premises are required for use at short notice by M.L.T. or a partner organisation. The Applicant shall be entitled to a refund of any deposit already paid.

### **ACCESS:**

The Applicant shall allow any authorised officer of M.L.T. Ltd access to the premises or any part thereof at all times during the Booking. Where a booking involves the Bar Lounge and in the event the booked hours overlap normal opening times, M.L.T club members have the right to use the facilities at their discretion.

***Please Keep For Future Reference***