



The Melting Pot

Terms & Conditions of Venue Hire: Block Bookings

*For all The Melting Pot venues
Updated: June 2018*

These additional terms of hire extend to block-bookings of our Workshop Space and Meeting Room and are to be read in conjunction with our standard Terms and Conditions of Venue Hire.

Together these documents form a Contract of Agreement between The Melting Pot (**TMP**) and you, the hirer (**the Hirer**).



Terms & Conditions for Block Bookings

1. Application

To qualify for the Block Booking venue hire rate an initial series of bookings fitting the following criteria must be placed:

- ✎ Take place in our Workshop Space or Meeting Room
- ✎ Wholly outside of Opening Hours (after 6pm Monday, Wednesday & Friday, or any time on weekends)
- ✎ A minimum booking of 2 hours
- ✎ A minimum of 4 bookings either within a 6 week period or repeating on a regular basis
- ✎ A Block Booking booking form is completed by the Hirer
- ✎ Require no catering or self-catering only

All booking dates must be confirmed prior to the first booking in order for the reduced Block Booking venue hire price to apply.

Once the initial Block Booking has ended we may offer individual bookings at the reduced rate. This offering is subject to our discretion.

2. Price

Block-bookings will be charged the reduced venue hire price of:

- ✎ £25 per hour (ex VAT) for Workshop Space hire
- ✎ £12.50 per hour (ex VAT) for Meeting Room hire

3. Payment

There are 2 options for payment:

- ✎ All bookings within a calendar month invoiced in advance on the first of that month
- ✎ Each booking invoiced individually on the day of the event

The method of payment will be indicated in the Block Booking booking form completed by the Hirer.



4. Cancellation

All cancellations of confirmed bookings (including only 1, or more, dates within a block) must be notified in writing and notification will be taken from the date it is sent by the Hirer.

Any cancellation or rescheduling of a future date within a block booking will be charged according to our standard cancellation policy at the full hire rate for the Meeting Room at £23.50 / hour and the Workshop Space of £40 / hour.

Our standard cancellation policy applies as follows:

Workshop Space

<30 Days Notice	31 – 60 Days Notice	61 – 90 Days Notice	> 90 Days Notice
100% charge	60% charge	40% charge	No Fee

Meeting Room

<7 Days Notice	8 – 14 Days Notice	15 – 21 Days Notice	> 22 Days Notice
100% charge	60% charge	40% charge	No Fee

No VAT will be added to any cancellation fee

5. Venue access & lock-up

Allocation of Keys

The Hirer will be provided with their own set of keys to the venue, including the Thorn House building, along with alarm keys. A £50 deposit for the keys will be payable upfront, to be refunded on return of the keys at the conclusion of the Hirer's booking block.

Key Training

The first block booking will be hosted by a member of TMP staff in order to introduce the Hirer to the space, train them in the use of any equipment required and in the access & locking up procedures for the building (the security training). The designated person or persons from the Hirer's organisation who undertake the security training will be required



The Melting Pot

at the conclusion to sign an agreement on the understanding of the procedures and responsibilities associated with access and lock up of the venue (**the Security Undertaking**).

The designated person will be responsible for providing the security training to any additional persons from the Hirer's organisation who may also be required to undertake venue access and/or lock-up during the block bookings. But all liability for safe lock-up and securement of the venue at the conclusion of each booking will ultimately lie with the designated person who signed the Security Undertaking.

Return of Keys

Keys must be returned to The Melting Pot when the Hirer has no future bookings. The Hirer can recommence use of the Block Booking service after keys have been returned, but they cannot retain possession of keys when there are no bookings held with us.

6. Time limit

The Hirer is required to vacate the space as soon as their booking time concludes. If the Hirers overrun their allocated hire times they will be required to pay for each hour or part thereof in excess of their allocated time in half-hourly units.

7. AV equipment use

The Hirer will be shown a basic demonstration of the equipment during their first booking, but may arrange for further demonstration for additional persons or any additional AV which may be required. The audio visual equipment may only be used by persons who are familiar with, and have trained in using this equipment.

8. Self-catering

Self-catering is available and will be charged at £1 per person (ex VAT), which includes use of crockery & cutlery and access to the catering kitchen for preparation. All equipment and items used are to be cleaned using the industrial dishwasher and returned to their storage location at the conclusion of the booking.



9. Care for the space

TMP will not tolerate any area of the premises being left in a dirty or untidy manner. The Hirer is expected to return the venue to the condition in which they received it at the beginning of the booking.

10. Spot Checks

TMP will perform spot checks during Block Bookings to ensure that the venues are being used in the agreed manner. If we find that the space is being used outwith the initial agreement there may be additional costs incurred (e.g. for use of self catering equipment, for use of the space outwith the booked times).

If we have serious concerns about the way the spaces are being used we may terminate the Block Booking agreement held with the Hirer. We reserve the right to terminate the service without refund.

We reserve the right to modify these booking arrangements and conditions without notice.