



The Melting Pot

Terms & Conditions of Venue Hire: Block Bookings

For all The Melting Pot venues
Updated: May 2019

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 9am – 5pm, Monday - Friday
- ✋ Each booking a minimum duration of 2 hours
- ✋ Bookings placed for entire duration of access times, including set up and pack down time
- ✋ A minimum of 4 bookings either within a 6 week period or repeating on a regular basis
- ✋ A Block Bookings booking form is completed by the Hirer
- ✋ Require no TMP staff to be in attendance
- ✋ Hosted by the Hirer who has attended a full induction before the first Block Booking
- ✋ The Hirer takes full responsibility for health and safety considerations
- ✋ 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.

Depending on circumstance 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. Placing bookings

At the induction the Hirer will be shown how to use our online booking system. The Hirer is responsible for ensuring bookings are as expected.



Excluding the initial bookings the Hirer is responsible for placing bookings in our bookings calendar. Once a booking has been placed the Hirer will receive an email from The Melting Pot with the details of the booking and the booking form. The booking is **not confirmed** until the booking form has been completed and the Hirer has received the confirmation email from The Melting Pot.

4. 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.

5. 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.

Our 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



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6. Health and Safety

During Block Bookings health and safety is the responsibility of the Hirer in the absence of TMP staff. You must ensure all due considerations are made. The Hirer are welcome to speak to The Melting Pot about these requirements **in advance** of your event but this cannot be considered legal advice and ultimately responsibility lies with the Hirer.

The Melting Pot can assist with evacuation plans for delegates who have additional needs in the case of emergency.

7. Venue access & lock-up

Security Training

In advance of the first Block Booking the Hirer is required to organise security training for a designated individual (**the Key Holder**). The Key Holder/s from the Hirer's organisation who undertake the security training will be required 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 Key Holder is responsible for ensuring they are capable of accessing and securing the building. If at any point they are not confident in their ability to deliver the Security Undertaking they must contact The Melting Pot to organise additional training.

If the Hirer wishes to designate an additional Key Holder or to change the sole Key Holder they must inform The Melting Pot and organise Security training with a member of The Melting Pot staff. Anyone taking responsibility for securing the building must be a Key Holder known to The Melting Pot that has received sufficient training.

The Hirer and the Key Holder will not share any details of the security measures in place for the building with anyone without explicit, written permission from The Melting Pot.

All liability for safe lock-up and securement of the venue at the conclusion of each booking ultimately lies with the Key Holder who signed the Security Undertaking.

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 Block Bookings.



The Hirer can request multiple sets of keys for multiple key holders, there will be a £50 refundable deposit for each set of keys. Allocation of additional sets of keys is at the discretion of The Melting Pot.

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.

8. Time limit

Block Bookings are to be placed for the entire duration of required access to the venue, including set up and pack down time. There is no guarantee of access to the venues before or after the booking commences and all access time must be paid for at the rate outlined in section 2.

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 15 minute units at the standard rate (£23.50 per hour ex VAT for the Meeting Room, £40 per hour ex VAT for the Workshop Space). The Hirer is responsible for informing The Melting Pot of any additional time spent in the venues, if we learn that this has not occurred this may result in the termination of Block Bookings without refund.

The Hirer should confirm any changes to their hire times with The Melting Pot in advance of their booking. If, due to unforeseen circumstances, the Hirer is to overrun their allocated hire time they should consult the online booking calendar to ensure they are not disturbing another client's booking. If we receive a complaint from another client who has not been able to access the venue when expected due to the Hirer's booking overrunning we are likely to terminate the Block Bookings without refund.

9. Equipment use

The Hirer will be shown a basic demonstration of the equipment during their induction, but may arrange for further demonstration for additional persons or any additional equipment 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.



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The use of tables and chairs is included in the hire, safe handling of the furniture is entirely the responsibility of the Hirer.

10. 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.

11. 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.

12. 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.