



30 Mullins Path, SW14 8EZ 020 8878 8780 www.mortlakehall.co.uk

Terms and conditions for hiring Mortlake Hall for a party

The Hall is available for hire for children's parties on Saturdays or Sundays. The children should be aged 11 or under. A responsible adult must be on the premises at all times during the letting.

It is your responsibility to ensure that you comply with all relevant statutory requirements including Safeguarding Children and Vulnerable Adults and Health & Safety.

The Trustees of the Mortlake Hall do not accept responsibility for any accidents, injuries, damage or losses arising out of the use of the premises and the equipment during hiring, save in the event of the death of any person due to negligence on the part of the Trustees. Neither you nor those participating in your activities during the letting will be covered by Mortlake Hall's policies for employers' liability or civil liability. Our insurers' advice is that you obtain your own insurance.

The person letting you in will ensure the heating and hot water are on, show you where the cleaning materials are kept, and what equipment you may use. The large and small trestle tables, chairs and kitchen equipment are available to all hirers.

Smoking is not permitted in the Hall or in the playground.

The letting is for four hours. This allows for a two-hour party, an hour to set up and an hour to clear up. Longer lettings will be charged pro rata.

A refundable deposit of £30 is payable on booking against cancellation, damage to the property or equipment, and not clearing up and cleaning the Hall after the party. If you cancel less than four weeks before the party the deposit is not refundable unless the cancellation is because of Covid restrictions. Please could you post the deposit in the letterbox by the entrance to the car park in Mullins Path, if you cannot do this please pay by BACS. The hire fee of £140 must be made two weeks before the party. It is payable by BACS to Mortlake Hall Maintenance, sort code 40-02-35 account no. 41103598.

Please acknowledge by email that you have read and understood these terms and conditions.

We hope you have a lovely party!

Thank you for booking a party at Mortlake Hall on

Name

Email

Mobile