

## Information for Hirers

Small Dole Village Hall

Henfield Road, Small Dole, nr Henfield BN5 9XE

Registered Charity Number:	275112
Entertainment Licence:	No
Alcohol Licence:	No
Performing Rights Licence:	No

For bookings contact:	Jessica Sproxton-Miller
By phone	01273 493975
By email	<a href="mailto:jbts20@sussex.ac.uk">jbts20@sussex.ac.uk</a>

New regular hall users will be asked to complete a booking confirmation form.

**By signing the booking confirmation form, all hirers agree to the terms and conditions set out in this document.**

### Bookings

- The Hall may be booked for recurring or single lettings. Hall hire is charged by the hour or part thereof. Minimum booking period is one hour.
- The specified rates cover use of the Hall, the kitchen and use of the lavatories. Please see appendix for current schedule of hire charges.
- Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised by signing the relevant section on the Booking Agreement Form.
- No responsibility whatsoever can be taken for any ‘personal’ items left on the premises.
- No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories as well as cooker and refrigerator if used. Leaving the hall in a poor state of cleanliness will result in an extra charge of one hour’s hire being added to your bill.
- No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.

### On Arrival

- Users are permitted access to the Hall 15 minutes prior to the start of the booking.
- The Hall will be open on arrival unless you have been provided with the access code
- The Hall should be clean, toilets useable, and all chairs and tables accessible.
- Users must acquaint themselves with the layout of the hall and exit routes, and should read all safety notices.

### At the End of the Session

- Users must ensure that the Hall is left clean and tidy, all chairs and tables stacked in the correct location, and all rubbish deposited in the bins provided.
- Users should vacate the premises within 15 minutes of the end of the hire period.
- The caretaker will be there to lock up unless you have been provided with the access code.

### Deposits & Charges

- Regular Hirers will be invoiced monthly in arrears and payment is due 14 days from the date of invoice.
- For 'one-off' events, payment can be made in cash, after the event, to the Bookings Secretary or the Treasurer.
- There is a deposit of £20 for a locker key, or £50 for a front door key, for regular users.

### Cancellations

- Hirers may cancel bookings by giving at least 48 hours' notice.
- If a Hirer cancels a booking with at least 48 hours' notice being given, no charge will be made.
- Cancellations made with less than 48 hours' notice are liable for the whole hire charge

## Conditions of Hire

The Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and deposit, should the purpose of hiring the Hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Management Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

### General Hiring Conditions

- Responsibility for the premises and any keys rests with the Hirer during the period of access to the Hall.
- The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
- Heating is provided, and controlled by the caretaker. The heating controls are next to the door to the kitchen. If altered, the thermostat should be returned to where it was, at the end of the session.
- The Village Hall Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests.
- Hirers should ensure that they have appropriate third party insurance to include cover for any equipment used in the Hall, any damage caused by them to the Hall and/or to its users.
- Hirers are permitted to use the Hall Car Park. The Management Committee take active steps to ensure that the car park is not used by members of the public when the hall is in use but currently the car park cannot be secured and therefore no guarantee can be given that space will be available.
- Hirers must ensure that their use of the hall does not cause disturbance to the Hall's neighbours.
- The maximum capacity of the Hall is 40 persons.

### Health & Safety

- It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.
- A copy of the Village Hall Emergency Plan is displayed in three places in the hall. It is a condition of the booking that the Hirer familiarises themselves with this policy.
- Contact details of the delegated Committee members are on the noticeboard in the hall, to the right of the main door.
- A first aid kit is available in the kitchen.
- Any accidents should be reported to the bookings secretary as soon as possible.

### Fire Precautions

- Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, 'break-glass' fire alarms, emergency exits, and of the importance of fire doors. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits.
- The use of candles is not permitted with the exception of birthday cake candles.
- The hall and car park are designated No Smoking areas.

### Accessibility

- There is access for wheelchair users into the building and a designated lavatory inside. Assistance dogs are welcome in the Village Hall.

### Alcohol Licence

- The Village Hall is not licensed for the sale of alcohol and therefore alcohol must not be sold on the premises. Users who are considering applying for a Temporary Event Notice should consult the Chair.

### Copyright Music

- The hall does not have a licence with the Performing Rights Society for the performance of copyright music. A license is required if music is to be heard by the public but not if it is to be played at a private function.
- Live music should not be played after 10:30pm, so as not to cause annoyance or inconvenience to the Hall's neighbours.

### Food Safety

- Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

### Supervision

- Hirers are held responsible for adequate supervision of the premises and its use by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times.
- Child Protection: It is the responsibility of the Hirer to ensure the safety of all children at all times at any event.

## End of Hire Checklist - Please Read

In order that the Hall can be kept in good condition, at the end of each session Hirers should run through the following checklist.

**Thank you for your co-operation.**

- Ensure that the Hall floor is left in good condition ready for the next user. *You should sweep the floor to remove any visible mess, etc.*
- Make sure tables are clean and put away all tables and chairs where you found them.
- Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty and clean if you have used it, and any cups, plates etc., that you have used are washed, dried and put away.
- Use the bin bags provided to dispose of rubbish in the outside bin and of recycling in the appropriate containers.

*Any rubbish that exceeds the capacity of the outside bin must be removed by the Hirer.*

- Please report any breakages or damage to the caretaker or email the Bookings Secretary
- Please note any comments you may have and email these to the Bookings Secretary.
- When you leave, check that all internal and external doors and windows are closed.
- Turn off hot water.
- Switch off all the lights you have put on.
- Lock the outer doors.
- Return the key.

## Hire Charges

This Schedule of Hire Charges is effective from 1 September 2016 until further Notice.

Hire charges will be agreed with the Booking Secretary on first booking. Hirers will be charged according to the following categories:

Category A	Small Dole Village Groups and Residents	£7 p/h
Category B	Groups and Residents from outside Small Dole	£8 p/h
Category C	All Commercial Users	£9 p/h

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