

CHAILEY PARISH HALL - CONDITIONS OF HIRE (June 2026)

Licence Conditions

1. The Hall may be hired for Public Entertainment, as defined in the District Council Licence, on any day except Sundays between 2 pm and midnight. If required for purposes other than public entertainment, the Hall may be hired on any day and at any time, with the written permission of an authorised member of the Hall Committee.

2. To comply with Fire Regulations, the Public Entertainment Licence restricts the numbers attending such functions as follows:

180 when there is a close-seated audience,

150 when there is dancing,

75 for functions involving seating at tables,

75 when there is dancing and seating at tables.

THE HIRER SHALL comply with these limitations for all public and private functions.

3. THE HIRER SHALL NOT allow the consumption of intoxicating liquor on the premises without the written permission of the Hall Committee. Additionally, THE HIRER SHALL be responsible for obtaining a licence if intoxicating liquor is to be sold on the premises during the period of the Hire.

4. THE HIRER SHALL be responsible for obtaining such licences from the Performing Rights Society as may be needed.

5. The Hall does not hold a TV licence and as such anyone who hires the Hall and is watching TV via any device must be covered under a TV licence in their own name.

6. THE HIRER SHALL NOT sub-hire the premises nor allow it to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

Bouncy Castles / Inflatables are not permitted inside or outside the Hall.

7. HIRERS using outside caterers, entertainers, equipment suppliers or other third-party service providers must ensure that all delivery, collection, set up and removal times are arranged in advance with the Bookings Clerk or appointed member of the Committee. –

- a) Deliveries or collections must not interfere with, overlap or conflict with other authorised users of the Hall. The HIRER remains fully responsible for the actions of any contractors or suppliers engaged by them and must be on site when deliveries / collections are made.
- b) Access codes, or entry arrangements issued for the Hall are provided solely for the use of the named HIRER and must not be shared with third parties without prior permission from the Committee. Contractors or suppliers must not attend the Hall independently without prior agreement and confirmed access arrangements.
- c) Any items delivered to or left at the Hall without prior authorisation may be moved by the Committee where necessary to allow other hall users access and use of facilities. The Committee accepts no responsibility for loss of or damage to such items.

- d) Failure to comply with these requirements may result in additional charges, loss of deposit or refusal of future bookings.

8. THE HIRER SHALL ensure that where the Hall is hired for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, that they produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through Disclosure and Barring Service (DBS).

Safety Precautions

9. The HIRER SHALL ensure that a person aged at least 25 years is in charge and present in the premises at all times during the period of Hire. In addition, there must be:
at least one other steward (aged at least 21) if the attendance is adult only;
at least THREE other stewards (aged at least 21) if the attendance includes children under 16 years.

All stewards MUST be made aware of the safety precautions. The name(s) of the person in charge and other stewards MUST be given to the Bookings Secretary before the Door Entry Code can be given.

10. THE HIRER SHALL ensure that, during use of the Hall:

- (a) the EXIT lights are switched on,
- (b) the Exit doors are unlocked,
- (c) the location and use of the fire extinguishers in the Hall and the nearest telephone are understood by the stewards,
- (d) no candles, oil or gas lamps or stoves are used without the prior consent of the Hall Committee,
- (e) in the case of fire, the Fire Brigade is called.

Security and Maintenance

11. (a) THE HIRER SHALL ensure that the premises are left in a clean and tidy condition when vacated with lights extinguished and taps turned off. Any waste is to be placed in the dustbins provided, and any excess is to be removed from the premises by the Hirer in accordance with the information provided on waste and recycling.

(b) Should the premises be left in a condition which is not considered satisfactory by the Caretaker/Committee a proportion of any deposit may be retained or an additional fee requested to compensate for the extra cleaning which may be required.

12. The heating system will be programmed to operate in accordance with the weather conditions and the period of the hire, as agreed on the Hiring Agreement. THE HIRER MUST ensure that no-one interferes with the programming unit or individual radiators installed in the Hall.

13. THE HIRER SHALL pay the Hall Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof, or the contents of the buildings, which may occur during the period of the Hire as a result of the Hire.

14. THE HIRER SHALL ensure that all external doors are locked and (except for the Heating System referred to in (para 12)) that all electrical appliances are switched off when the premises are vacated.

Charges

15. Hire Charges will be at the rates currently authorised by the Hall Committee, details of which are obtainable from the Bookings Secretary.

16. Cancellation Charges. If a booking is cancelled by the HIRER, a fee may be charged at the following rates: 1/4 hiring charge if cancelled more than 1 month before the date booked; 1/2 hiring charge if cancelled 1 month to 1 week beforehand. These fees will not be charged if the Hall is subsequently let to another hirer on the date in question.

Deposits

17. (a) Except for those users who hire the hall regularly for a Club or Society meetings, and for whom special terms are agreed with the Hall Committee, **ALL users who hire the Hall for parties, dances, or discos may be required to pay a returnable deposit of £100. For children's parties, a deposit of £25 may be required.**

For other meetings, a deposit may be required at the discretion of the Committee. This deposit is to be paid at the time the booking is confirmed. Any deposit will be banked. Where no deduction is necessary, the whole amount will be refunded within 14 days of the hire.

(b) In most instances, the Hall Committee will not request a deposit but will require all or part of the hire charges to be paid in advance at the time when the booking is confirmed.

Standard Disclaimers

18. (a) The Hall Committee reserve the right to refuse any application for hire, or to cancel any hiring, without the obligation to state their reasons.

(b) In particular, the Committee may have to cancel any hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye election.

(c) In the event of a hiring being cancelled by the Committee, the HIRER shall not be liable for any cancellation charges (para 16) and shall be entitled to an immediate refund of any deposit or hiring fees already paid.

19. In the event of meals or refreshments being prepared and/or served on the premises during a hiring, THE HIRER SHALL be responsible for ensuring that any such food or drink is safe and fit for consumption. The Hall Committee shall not be liable to the HIRER for any illness or other misadventure resulting from any food or drink served on the premises.

20. In the event of the Hall or any part thereof being rendered unfit for the use for which it may have been hired, the Hall Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.

By signing and returning this document to the Booking Secretary, I agree to the Conditions of Hire as detailed above:

Full Name

Email address.....

Organisation / Private

Signed

Dated