

CHAILEY PARISH HALL – CONDITIONS OF HIRE

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 tablesTHE 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 Right Society as may be needed.
5. 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 are permitted inside the hall at Hirer's own risk.

Safety Precautions

6. THE HIRER SHALL ensure that a person aged at least 21 years is in charge and present in the premises at all times during the period of Hire. In addition, there must be:
 - (a) at least one other steward (aged at least 18) if the attendance is adult only.
 - (b) at least THREE other stewards (aged at least 18) 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 Swipe card may be issued.
7. 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, that the Fire Brigade is called.

Security and Maintenance

8. (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 to be placed in the dustbins provided, and any excess to be removed from the premises by the Hirer.
(b) Should the premises be left in a condition which is not considered satisfactory by the Caretaker/Committee a proportion of the deposit may be retained to compensate for the extra cleaning which may be required.
9. 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 installed in the Hall.
10. THE HIRER SHALL indemnify the Hall Committee for the cost of repair of any damage done to any part of the property including the cartilage thereof, or the contents of the buildings, which may occur during the period of the Hire as a result of the Hire.
11. THE HIRER SHALL ensure that all external doors are locked and (except for the Heating System referred to in (para 9) that all electrical appliances are switched off when the premises are vacated.

Charges

12. Hire Charges will be at the rates currently authorised by the Hall Committee, details obtainable from the Bookings Secretary.
13. Cancellation Charges. If a booking is cancelled by the HIRER, a fee may be charged at the following rates:
¼ hiring charge if cancelled more than 1 month before the date booked
½ 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

14. (a) Except for those users who hire the Hall regularly for Club or Society meetings, and for whom special terms are agreed with the Hall Committee, **ALL users who hire the Hall for parties, dances, discos are required to pay a returnable deposit of £100. For children's parties a deposit of £25 is required. 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 cheque will be banked. Where no deduction is necessary, the whole amount will be refunded within 14 days of the Hire.
(b) In some instances, the Hall Committee may require all or part of the hire charges to be paid in advance at the time when the booking is confirmed.

Standard Disclaimers

15. (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 13) and shall be entitled to an immediate refund of any deposit or hiring fees already paid.
16. 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.
17. 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.