

EPKVH (East Preston and Kingston Village Hall) Conditions of Hire

1 Definitions

- 1.1 Hirer - the person hiring all or part of EPKVH.
- 1.2 Trustees - The Trustees of EPKVH who form the EPKVH Management Committee.
- 1.3 Village Hall - EPKVH (East Preston and Kingston Village Hall)

2 General

- 2.1 The Hirer must be at least 25 years old.
- 2.2 The Hirer is responsible for supervising and managing the Village Hall and the car park during the hire period.
- 2.3 The Hirer is responsible for any damage occurring to the fabric of the building and the fixtures and fittings, including the WiFi and the PA system etc during the hire period.
- 2.4 The Hirer is responsible for supervision of the people who the Hirer admits to the Village Hall and the Hirer is responsible for their actions.
- 2.5 The Hirer must be present during in the Village Hall during the whole period of the hire period.
- 2.6 Maximum Numbers
 - 2.6.1 The Miller Barn is licensed for a maximum of 200 people.
If people are seated at tables the maximum number is 115.
 - 2.6.2 The Warren Room is licensed for a maximum of 140 people.
If people are seated at tables the maximum number is 70.These numbers must not be exceeded.
- 2.7 Performance of music

We hold licences for performance of music in the Village Hall, by PPL and PRS registration certificates.
- 2.8 Sale of alcohol

We do **NOT** hold a licence to sell alcoholic beverages.

If this is required for a hire, the Hirer must be served in advance of the hire with a Temporary Event Notice (TEN, or equivalent) from Arun District Council.

Any person suspected of being drunk or under the influence of drugs must be asked to leave the premises.
- 2.9 Smoking and the use of e-cigarettes are not allowed in the Village Hall.
- 2.10 Illegal drugs must not be brought into the Village Hall.

3 Use of the Village Hall

- 3.1 The Hirer must supervise use of the Village Hall, including the car park.
- 3.2 The Hirer must not use the premises for any purpose other than that described in the Booking Agreement.
The Hirer must not sub-hire the Village Hall.

- 3.3 The Hirer must not use or allow the Village Hall to be used for any unlawful purpose, or do anything which might endanger the premises, or render invalid any policies covering the premises.
- 3.4 Trustees reserve the right to access any part of the premises at any time during a hire period.
- 3.5 Naked flames (eg candles) must not be used anywhere within the Village Hall.
- 3.6 No animals are to be allowed on the premises, except working assistance dogs, or by express permission of the Trustees.
- 3.7 All electrical appliance brought on to the premises must have had a Portable Appliance Test.
- 3.8 We accept no responsibility for any property brought on to, or left on the premises, and all liability for loss or damage is hereby excluded.
- 3.9 All equipment must be removed at the termination of the period of hire, or further charges will be incurred.
- 3.10 The Hirer must not make any alterations to the premises, nor install or attach (stick) anything to any wall in the complex, without our prior written approval. You must make good or reimburse us for any damage caused to the premises by any such action.
- 3.11 Furniture must not be moved outside the premises.

4 Liabilities

- 4.1 The Hirer is liable for all damage to the Village Hall, including accidental damage to the premises or to the fixtures, fittings or contents, and for the loss of such contents.
- 4.2 The Trustees do not accept liability for the actions of others - eg those using the sports and play facilities.

5 Safety

- 5.1 You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, current Health and Safety Regulations and our procedures listed in paragraph 11.
- 5.2 Hirers must ensure that carers for **non-ambulatory users** have an action plan to enable non-ambulatory users to exit from the fire exits in the Miller Barn or Warren Room. Both halls have up to four steps down from the fire exit to the external ground level.

6 Bouncy Castles

- 6.1 The Hirer is responsible for the use of Bouncy Castles within the Village Hall and must ensure that they comply with the Health and Safety Executive advice in their document 'Bouncy castles and other play inflatables: safety advice'.

7 Access

- 7.1 Entry to the Village Hall is by key pad adjacent to the door to the right of the ramp.
- 7.2 The code will be supplied to you by the Bookings Secretary in the week before your hire.

8 At the end of the hire period

8.1 Folding tables must be stored in the appropriate cupboard, in accordance with the diagram displayed on the doors and safely secured with the straps provided.

8.2 Toilets must be checked before leaving and left in as clean a condition as you would expect to find them on arrival.

8.3 Cleaning

8.3.1 The Hirer must leave the hall clean and tidy at the end of the hire.

8.3.2 Rubbish and food etc must be placed in bags and deposited in the bin in the car park. If the bin is locked, the bags should be left inside the entrance door.

8.3.3 All tables must be cleaned after use, returned to storage in the cupboard provided, and secured with the retaining strap.

8.3.4 Brooms and mops are provided in the cupboard in the corridor.

8.3.5 You will be charged for extra cleaning if it is necessary in the opinion of the committee, and the cost will be taken from your deposit.

8.4 Floors

8.4.1 The hirer must ensure that the flooring in the Miller Barn and Warren Room is treated with care.

8.4.2 Footwear that may leave marks on the flooring must not be worn. This includes footwear fitted with steel tips on the soles or heels less than 8 mm in diameter.

8.5 The Village Hall must be vacated by 23:00 at the latest unless a legal extension has been obtained from Arun District Council – see Temporary Event Notice (TEN), item 2.8.

Please avoid noise while vacating the hall - it is situated in a residential area.

9 Security at the end of the Hire

9.1 The Hirer must ensure that all windows are closed and all lights are turned off, before leaving the premises.

(The lights in the Kitchen and the Toilets are switched on and off automatically.)

9.2 Please check that both outer doors are shut tight and properly secured.

10 Hire charges

10.1 'One-off' or 'Occasional Bookings'

10.1.1 An invoice will be sent to you approximately 6 to 8 weeks prior to your hire, which must be paid in full 4 weeks before your event.

10.1.2 All required deposits must be paid on submission of the booking form.

10.1.3 Where a booking is confirmed less than 28 days before your event, full payment (including required deposits) must be made on submission of the booking form.

10.2 'Regular' bookings' (ie those involving one or more booking per month)

- 10.2.1 If a booking invoice is not paid within the required 28 days after delivery of the invoice, the Hirer or the relevant Club Treasurer will be issued with an 'Aged Debt Notice' by email or letter, demanding prompt action to resolve the debt as soon as possible.

10.3 Deposits

- 10.3.1 Deposits are required for bookings and/or for the use of the PA systems. They will be returned after the Hire, subject to an inspection for damage etc.
- 10.3.2 Return of deposits after the event may take up to 14 days.

10.4 Cleaning

Cleaning (see paragraph 8.3) can be booked as an extra service at the time of booking. If cleaning is requested after the booking is made, the cost is increased by 25%.

10.5 Cancellation by Hirer

- 10.5.1 If the hirer wishes to cancel a booking before the event, the Trustees will endeavour to find a replacement booking.
- 10.5.2 Notice must be given in writing by the Hirer to the Bookings Secretary at least 14 days in advance of the intention to cancel one or more bookings.
- In the event of the Bookings Secretary not being available, such notice must be given to at least one other Trustee.
- If advance notice of cancellation of a booking by the Hirer is not received 14 days before the date of the booking, the usual hire charge for that booking will be made, unless extenuating circumstances can be demonstrated.

10.6 Cancellation by Trustees

- 10.6.1 If the Village Hall is unfit for use at any time, then any sum already paid will be refunded to the Hirer in full, and there will be no further liability to the Hirer.
- 10.6.2 The Trustees reserve the right to cancel any hire, giving 14 days' notice to the hirer, if the hall is required for use as a Polling Station, or in case of National or Local emergency, or if there has been any material misrepresentation by the Hirer as to the purpose or nature of any hire.

11 Applicable procedures

It is a requirement of our Conditions of Hire that Hirers of East Preston and Kingston Village Hall (EPKVH) comply with the following:

11.1 Fire and Accident

- 11.1.1 EPKVH (East Preston and Kingston Village Hall)
Hirer's Fire & Accident Prevention Procedure
- 11.1.2 EPKVH (East Preston and Kingston Village Hall)
Fire Action Plan

11.2 COVID-19

- 11.2.1 EPKVH (East Preston and Kingston Village Hall)
COVID-19 - Conditions of Hire from 16 November 2021

11.2.2 EPKVH (East Preston and Kingston Village Hall)
COVID-19
Conditions of use for Users of the Village Hall from 16 November 2021

12 Data Protection

The trustees' use of Hirer's data is detailed in this policy:

EPKVH (East Preston and Kingston Village Hall)
Privacy and Data Protection Policy

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