

SISSINGHURST VILLAGE HALL

REGULATIONS AND CONDITIONS OF HIRE OF THE VILLAGE HALL

1. Booking

The Hirer is required to complete an online booking form agreeing to the charges and conditions of hire. The booking will be confirmed on receipt of a completed booking form and the booking deposit (if applicable). All Hirers must be at least 18 years of age. Anyone making a booking on behalf of someone under 18 must be aware of the responsibilities for which they will be liable. Hirers must disclose the intended activity when requesting a hire, and the Hall Bookings Manager reserves the right to refuse use of the building for the activity concerned.

Any alterations of the booking times need to be negotiated with the Hall Bookings Manager.

2. Cancellations

If a booking is cancelled with 4 or more weeks' notice before the event, any pre-paid amounts are refundable. If the Hirer wishes to cancel the booking with less than 4 weeks' notice and the Trustees are unable to secure a replacement booking, the question of the payment or the repayment of the fee paid or payable shall be at the discretion of the Trustees.

The Trustees reserve the right to cancel this hiring by written notice to the Hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- The Trustees reasonably consider that a breach of licensing conditions, legal or statutory requirements or unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- The premises becoming unfit for the use intended by the Hirer;

In cases of cancellation by the Trustees, the Hirer shall be entitled to reimbursement of such monies previously paid by the Hirer. The Trustees shall not be liable to meet any other costs or make any further payment to the Hirer.

3. Deposits

A returnable deposit against damage may be required at the time of booking particularly for large events or events supplying/selling alcohol. The Hall Bookings Manager will advise the Hirer of any such requirement and the amount of deposit required.

4. Liability of Hirer

The Hirer must comply with all Health and Safety regulations made in respect of the premises. Nothing should be done that will endanger the safety of the people or render invalid the insurance policies relating to the Village Hall and its contents. By signing the booking form, the Hirer undertakes to reimburse to the Trustees all costs, charges or expenses which may be incurred by them as a result or consequence of such damage or loss. In the event of an insurance claim being made under the Charity's policy for loss, damage or liability, then the Hirer shall pay the excess charge. Hirers are advised to arrange insurance cover for the period of hire to meet any claims for which they may be held liable.

5. Safety, Supervision and Capacity

The Hirer or a designated person notified in advance to the Hall Bookings Manager must be present during the event and is responsible for ensuring that the premises are only used for the purpose described in the booking agreement and may not sub-hire or allow the premises to be used for any unlawful purpose. During the period of the hiring, the Hirer is responsible for the supervision of the premises and the care of its fabric and contents, to ensure safety from damage.

The Hirer is also responsible for the supervision of the behaviour of all persons using the premises during the event. Children should not enter the kitchen except under careful supervision. Close supervision of children is also required on the stage and in the car park.

The Hirer shall comply with the Conditions of the Public Entertainment Licence by ensuring that the number of people within the Village Hall at any one time does not exceed the following:

Main Hall: 200 standing; 100 seated at tables; 50 for exercise/sports classes;

Meeting Room: 40 standing; 20 seated.

6. First Aid

A First Aid kit is situated in the kitchen. The Accident Book kept with it should be completed if any accident occurs.

7. Smoking/Fire Safety

The Hall, the car park and outside area immediately surrounding the Hall is a no smoking and no vaping area. The Hirer must ensure that people using the Hall become familiar with the location of the fire exits, evacuation alarms and fire extinguishers. In the event of a fire, however slight, the priority should be to evacuate everybody from the building and to summon the Emergency Services. Emergency exit doors must be kept clear from obstructions at all times. Candles cannot be used in the Hall. Liquid petroleum installations of any kind, gas lamps, oil lamps, candle lamps shall not be installed or used within the premises. Electric lamps and other electrical appliances used within the stage area should be sited so that they are not liable to come into contact with any drapes, scenery or properties. Fireworks and Chinese lanterns are not permitted in any circumstances.

8. Electrical Equipment

All equipment brought into the hall must be Portable Appliance Tested (PAT) and approved for use. The Trustees do not accept any responsibility for equipment belonging to the Hirer used in the hall during a hiring, nor any damage however caused. Such equipment is the sole responsibility of the Hirer. The Hirer should not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration.

9. Discos and Bands

These are only allowed if agreed in advance and must end at 11pm unless otherwise agreed with the Hall Bookings Manager. No public advertising is permitted. The Hirer should ensure

that doors and windows are kept closed while amplified music is being played and that the function does not cause a nuisance to neighbours.

10. Food Health and Hygiene

If preparing, serving or selling food, the Hirer should ensure that all relevant Food Health and Hygiene regulations are observed. Children are not permitted in the kitchen except under careful supervision and particular care should be taken when using any kitchen or cooking equipment. All food is to be removed at the end of the hire period by the Hirer.

11. Compliance with the Children Act 1989/Safeguarding Policy

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989, and any amendments thereto, and that only fit and proper persons have access to the children.

Sissinghurst Village Hall, its trustee and volunteers have a duty to safeguard vulnerable users of the premises and those who come into contact with vulnerable users. Please follow the link to see the Hall's Safeguarding Policy which is in place to protect all vulnerable persons regardless of gender, age, ethnicity, disability, sexuality, religion or faith.

12. Sale of Goods

The Hirer must, if selling goods on the premises, comply with Fair Trading Laws and any Code of Practice used in connection with such sales.

13. Alcohol

If the Hirer plans to have alcohol during the period of hire (regardless of whether it is from a bar or 'bring your own'), the Hirer is responsible for ensuring that: - a) permission is granted from the Hall Bookings Manager; b) no-one under the age of 18 consumes alcohol. The Trustees or their representatives reserve the right to enter the building at any time during the event and close the function if minors are found to be consuming alcohol on the premises; c) person(s) becoming unruly or incapable is/are removed from the premises; d) Licensing laws are abided by fully; e) no nuisance or damage is caused to residents or their property; f) no alcohol be served or sold after 11pm unless otherwise agreed in advance with the Hall Bookings Manager.

Failure to comply with these conditions can result in immediate cancellation of your event without notice, refund or compensation.

14. Facilities

Heating and lighting are included in the hire charge. The Hirer is responsible for ensuring that any equipment used is put back in the correct place after use. The Hirer must pay for any equipment either broken during the hire period or loss of equipment. Any failure of equipment belonging to the hall should be brought to the attention of the Hall Bookings Manager as soon as possible.

15. Accidents and Damage

The Trustees reserve the right to make an additional charge, or retain any damage deposit paid, to meet the cost of replacement of any broken items, or reparation to the building including any

additional/specialist cleaning that may be required following the hiring of the Hall by the Hirer. The Hirer must pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for any loss of contents. Any damage or breakages should be brought to the attention of the Hall Bookings Manager as soon as possible.

16. Cleaning, Rubbish Removal and End of Hire

The hire period booked must allow adequate time for preparation and clearing up (including the kitchen area and equipment if used). For evening parties with a late finish, the Hirer should consider booking up 2 hours the following morning for clearing away, cleaning and rubbish removal. No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached to any part of the premises without the prior approval of the Hall Bookings Manager. Tables and chairs must be cleaned, stacked and returned to the appropriate storage area after use. On leaving, all lights should be turned off and the building should be left in a clean condition with all rubbish removed from the Hall by the Hirer. The Hirer must ensure that the minimum of noise is made on arrival and departure of all those using the Hall during the period of the hire.

17. Personal Property

The Trustees accept no responsibility for any equipment or other personal property (including any vehicles, motor bikes or bicycles) brought onto or left on the premises including the car park by the Hirer, and all liability for loss or damage is hereby excluded. All equipment and other property (including vehicles, motor bikes or bicycles) must be removed at the end of each hiring, or an additional booking fee will be charged to the Hirer.

18. Animals

The Hirer will ensure that no animals (including birds) except guide dogs are brought into the Hall other than for a special event agreed to by the Hall Bookings Manager. No animals whatsoever are to enter the kitchen at any time.

19. Hall Key

Should the Hall key be lost, the Hirer will be charged £50 for a replacement key. If the key is not returned to the security box at the end of the hire and a member of the Hall Committee is called out to open the Hall for the next Hirer a £25 call out charge will be levied on the previous Hirer.

Sissinghurst Village Hall is an asset of the Sissinghurst Village Hall CIO, Registered No.1203326