

STANDARD CONDITIONS OF HIRE

(If the hirer is in any doubt as to the meaning of the following, they should consult the Chairman of the VHMC)

1. **THE HIRER** shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. **THE HIRER** shall not sub hire or use the premises or allow the premises 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 nor allow the consumption of alcoholic liquor thereon without written permission.
3. THE HIRER shall be responsible for obtaining such licenses as may be needed whether for the consumption of alcoholic liquor, from the Phonographic Performance Licence (PPL), or otherwise and for the observance of same.
4. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. **THE HIRER** shall indemnify the 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 hiring as a result of the hiring.
6. **IF THE HIRER** wishes to cancel the booking before the date of the event and the CVHMC is unable to conclude a replacement booking, the question of payment or the repayment of the fee will be at the discretion of the CVHMC.
7. **AT THE END OF THE HIRING** the Hirer shall be responsible for ***leaving the premises and surrounds in a clean and tidy condition***, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the CVHMC will be at liberty to make an additional charge.
8. **THE COMMITTEE RESERVES THE RIGHT** to cancel this 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, in which case the Hirer shall be entitled to a refund of any deposit already paid.
9. **IN THE EVENT** of the Hall or any part thereof being rendered unfit for the use for which it has been hired the CVHMC shall not be liable to the Hirer for any resulting loss or damage whatsoever.

SCHEDULE OF SPECIAL CONDITIONS

Special conditions of hire to comply with the Public Entertainments and Theatre Licence issued under the Licensing Act 2003

1. **SUPERVISION** The Hirer, not being a person under 21 years of age, shall be in charge of, and upon, the licensed premises during the whole time that they are open for public entertainment. The person in charge shall not be engaged on any duties which will prevent them from exercising general supervision.
2. There shall be a minimum of two persons, neither of which shall be less than 21 years of age, on duty when the premises are being used for public entertainments, including the person in charge. All persons on duty shall have been informed of the procedure to be adopted in case of evacuation of the premises and shall be familiar with the fire fighting equipment available.
3. **CAPACITY** The number of people on the premises shall not exceed for dancing 220, or seated 160, or seated at tables 110.
4. **MEANS OF ESCAPE** All means of exit from the premises shall be kept free from obstruction and immediately available for instant free public egress.
5. **ILLUMINATED EXIT SIGNS** The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied.
6. **OUTBREAKS OF FIRE** The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the CVHMC.
7. **DANGEROUS PERFORMANCES** Performances involving danger to the public shall not be given.
8. **EXPLOSIVES AND FLAMMABLE SUBSTANCES** Highly flammable substances shall not be brought into or used in any portion of the premises. In addition no internal decorations of a combustible nature (eg polystyrene, cotton, wool) shall be erected without the consent of the CVHMC
9. **CANDLES** Candles may only be used when enclosed in weighted containers, eg jam jars with sand; hirers to familiarise themselves with fire safety procedures. Failure to observe this condition may invalidate the Hall's licence or insurance and render the hirer responsible for any consequences thereof.
10. **FIREWORKS** No fireworks may be used in or around the Hall under any circumstances.
11. **HEATING** No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the CVHMC.
12. **HOURS OF OPENING** The premises shall not be used for public entertainment except between the hours of 10.00am and 12.00 midnight, unless special permission has been agreed with the CVHMC.

SCHEDULE OF OTHER CONDITIONS

1. No booking is confirmed until the Application for the Hire of the Hall form is received and signed by the Booking Clerk, together with the deposit where appropriate.
2. All time **booked** must be paid for, whether the hall is used or not; all time spent in the hall shall be paid for **including** setting up and clearing up; the time in the Hall runs from the time the key is collected from the keyholder until its return.
3. Access to the Hall prior to the booked period shall be at the discretion of the Booking Clerk and Caretaker.
4. The Hirer is responsible for ensuring that all rubbish at the end of the hiring is placed securely in black sacks and placed in or by the wheelie bin - the rubbish collectors will not remove unbagged items.
5. Please leave the Hall clean and tidy, wiping all tables before storage - subsequent Hirers will thank you, because the CVHMC cannot guarantee that the Hall will be cleaned after every booking, besides which it is not practicable to take out and check all the tables.
6. Any damage or extra cleaning costs shall be deducted from the deposit. In the event that the damage exceeds the deposit a further appropriate charge shall be made.
7. White chair covers are available for hire. If any covers are returned heavily stained then the replacement cost is deducted from the deposit originally charged.

8. WiFi The password for the free WiFi in the hall is available on request. Please note that for the duration of the hire of the hall the hirer is responsible for whatever material is downloaded or uploaded using the Hall's WiFi, and for any extra costs incurred if download limits are exceeded as a result.

9. RISK ASSESSMENTS The Hirer is responsible for carrying out any Risk Assessments necessary for use of the Hall.

10. ELECTRICAL EQUIPMENT The Hirer is responsible for ensuring that any electrical equipment brought into the Hall is PAT tested.

11. FIRE SAFETY: the Hirer is responsible for ensuring that the Hall's fire extinguishers are in place and that fire exits are not obstructed, during the period of hire.

12. CRB and DBS CHECKS: the Hirer is responsible for seeing that any necessary CRB/DBS checks are in place for anyone using the Hall during the period of hire.

FURTHER INFORMATION

1. The Village Hall Key is available from the Booking Clerk, Mrs J Bean, Parsonage Oast, Chiddingly, Tel: 01825 872393.

PLEASE PHONE IN ADVANCE TO ARRANGE COLLECTION. This key must be returned immediately at the end of the booking. If the key is not returned promptly a surcharge may be levied for the time between the end of the booking and its return.

2. The Hall is centrally heated by Calor Gas, see notices in the Hall for instructions.

3. The kitchen cooker also runs on gas, please turn the supply off by the tap on the wall after use to avoid leaks.

4. A simple Public Address system is available for a small charge; please indicate on the Booking Form if you wish to hire it, and contact the Chairman of the CVHMC for help with setting it up.

5. The Hall has a payphone for Hirers use. The number is Tel: 01825 872155.

6. Please notify the Parish Magazine Editor (Ruth McDermott Tel: 01825 872055) if you would like your event or meeting included in the Village Diary - the copy deadline is the 15th of the preceding month.

BOOKING CLERK

Mrs J Bean, Parsonage Oast, Chiddingly, Lewes,
BN8 6HF Tel: 01825 872393

CARETAKER

Mr R Bean, Parsonage Oast, Chiddingly, Lewes,
BN8 6HF Tel: 01825 872393

HON CHAIRMAN

Mr S Tolhurst, 67 Springett Ave., Ringmer, Lewes BN8 5QT Tel: 01273 813921

HON SECRETARY

Mrs Deborah Coxhead, Pilgrims, The Street, Chiddingly, Lewes BN8 6HE Tel: 01825 873171

The VHMC is always pleased to receive constructive criticism of the Hall and its facilities.

HIRE CHARGES

Please note that these rates are inclusive of heating, lighting and electricity. Rates are per hour unless otherwise stated.

1.	Local youth groups meeting weekly.	£6
2.	Parishioners' private & public functions	£8.50
3.	Non-parishioners' private & public functions (payable IN ADVANCE)	£14
4.	Weekday hourly rate Monday-Friday 09.00-17.00	£6.50
5.	Brownie Pack Holidays (Max 18 children) per person per 24 hours (minimum charge £16 per hiring)	£2
6.	Local groups' 24 hour booking (12 midnight to 12 midnight)	£100
7.	Non-parishioners' 24 hour booking (payable IN ADVANCE)	£175
8.	Licence for sale of alcohol	£15
	Cleaning surcharge if a licensed bar is operated (may be waived at Caretaker's discretion)	£40
9.	Use of small PA per hiring. For use of large Sound System or stage lighting rig please contact Booking Clerk	£15
10.	Hire of i) tables - per table	£3
	ii) chairs - per chair	30p
	- for use away from Hall	
11.	Hire of white chair covers - the hire charge covers cleaning; if any covers are heavily stained then a replacement cost of £2.50each is charged. Deposit £25	£1 per cover
12.	Crockery/cutlery/glassware per person (place setting) over 50	£2
	DEPOSITS (returnable at the end of the hiring)	
1.	All evening and 24 hour bookings, except parish organisations meeting regularly	£150
2.	Brownie Pack Holidays	£25

This form last revised November 13 2018