

ANSTY VILLAGE CENTRE

Conditions of Hire

BOOKING

The Hirer may only use the room and area for the purpose stated on the booking form. The Hirer shall not use the premises for any other purpose than that described and not sub-hire the room to a third party or allow the premises to be used for any unlawful or unauthorised activity. The Hirer (or their Authorised Representative, not being a person under 21 years of age), should be on the premises during the period of the booking. The Hirer must vacate the room at the end of their hired period.

The Management Committee reserve the right to refuse a booking without giving a reason.

The Hirer will be required to give notice and receive permission on booking the hall if they intend to sell alcohol and take out a Temporary Event Notice (TEN). No license is required for free alcohol. The store cupboard to the left of the kitchen can be used as a temporary bar. Please advise if needed.

The Management Committee reserves the right to cancel any relevant hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the hirer shall be refunded any hire fee already paid for that relevant date.

Please note that any long-term block bookings are subject to regular review by the Management Committee.

RESPONSIBILITIES FOR USE AND DAMAGE

The Hirer will, during the period of the booking, be responsible for supervision of the premises. The Hirer must let the Booking Secretary know of any issues, breakages or damage to the hall or equipment. They will be deemed responsible for any damage, however slight, to the building and the contents and will be charged accordingly. Instructions on how to open the folding doors and use of blinds and Audio/Visual system are posted by the entrance. If in any doubt, please contact the Booking Secretary. This also applies to the kitchen.

The Hirer must ensure the premises are left in the same clean and tidy condition as they find it. Cleaning equipment is available in the hall in the first cupboard on the left. A charge will be made for any cleaning deemed necessary by the Management.

Hirers are responsible for the setting up and putting away of all items used during the period of hire, this includes the tables and chairs. Please ensure all items are clean before putting away. This applies also to the kitchen.

The Hirer will ensure that noise is kept within reasonable levels and asked to make as little noise as possible on vacating the building, especially after 23.00 hours due to the close proximity of private houses. To ensure the residents adjacent to the Centre are not disturbed, the folding doors must be closed by 9.00pm. Air conditioning is available in the hall. If used, please ensure it is returned to the original settings on entering the hall or turned off.

When using the Air Conditioning, at all times, please ensure that all doors and windows are shut and the two thermostats are at the same temperature and set between 18 – 21 degrees. The thermostat in the kitchen can be set at a different temperature but still within the same range. On leaving the hall, please switch off the Air Conditioning or return it to the same level on arrival.

No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.

No responsibility whatsoever can be taken for any 'personal' items left on the premises.

No nails, screws, strings or similar may be fixed to any part of the Centre, nor any other means of fixing which might remove paint or leave any visible damage when removed. This includes materials such as Sellotape and Blu-Tak or similar. Please do not attach decorations to the blinds.

PAYMENT, DEPOSITS AND CANCELLATIONS

Bookings are not secured until payment is received. If no payment is received within 14 days of receiving the invoice, your booking could be cancelled.

It would be appreciated if as much notice as possible can be given if you wish to cancel your booking. All cancellation must be received no later than 14 days in advance of the date of hire. Any payment received will be returned minus 25%. Notice of cancellation made less than 14 days notice of the booking date will be liable for the full payment charge.

A returnable deposit of £150 will be charged at the time of booking for weddings, large parties, business conferences and other such events. This will be refunded in full after the event subject to a satisfactory inspection.

A returnable deposit of £50 will be charged for all other bookings at the discretion of the Booking Secretary. In the case of Block Bookings, a £50 deposit might be required depending on the activity. This will be held on account as security for damage and refunded should the booking no longer be required, subject to any damage during the course of the booking. Should any damage exceed the required deposit, a further charge will be made.

HEALTH & SAFETY

It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.

A copy of the Village Centre Health & Safety Policy is available on the website:
<https://anstysussex.uk>

Any accidents should be reported to a delegated member and an Accident Report Form Completed.

It is the responsibility of the Hirer to have undergone a DBS (Disclosure & Barring Service) check if they are in close contact with children and vulnerable adults. Proof of a DBS certificate must be presented to the Booking Secretary.

The Hirer is responsible for obtaining 3rd Party Liability Insurance and provide a copy of Insurance/Certificates on request.

All equipment brought into the building and/or their operators must be covered by 3rd Party Liability Insurance and provide proof on request.

Instructors must provide proof of their qualifications.

The Hirer is responsible for any relevant Safeguarding issues that might arise and the ability to provide First Aid. A First Aid kit is available in the kitchen.

The Hirer shall abide by any special conditions of hire imposed due to COVID-19 restrictions. The Centre may be closed at short notice on official guidance.

The Hirer should familiarize themselves with the locations of the Emergency Exits and fire extinguishers and the Safety Notices displayed in the room hired and ensure that access to the exits and equipment is kept free from obstruction.

The Hirer must nominate at least two named adults (21+ years) for all large group gatherings, to be in attendance at all times during the booking. They will be deemed responsible for the overall conduct and safety of the booking including the evacuation of the premises in case of emergency.

The Hirer and/or persons attending the event will not bring any inflammable material into the building, nor decorations of a combustible nature or with a naked flame. Birthday candles on cakes within reason are allowed.

The use of Bouncy Castles or similar apparatus will not be allowed due to safety issues and the heights of the hall ceiling.

It is the Hirer's responsibility to ensure that they have adequate insurance against injury and damage to persons and the building for any equipment brought into the building. All electrical items plugged into the hall must have passed the necessary P.A.T. tests and certificates must be produced on request. Public Liability insurance cover must exist for such equipment and copies of certificates of insurance must be presented on request otherwise Hirers may be asked to remove the equipment from the premises.

Smoking or vaping is prohibited throughout the building and balcony.

The Management shall not be responsible for any loss, damage or injury arising from the use of the Centre and the car park, except to the extent that it can be shown to be negligent.

The Hirer will be responsible to ensure that there is proper supervision of car parking arrangements to avoid collision of vehicles, obstruction or injury or damage to persons in and/or around the car park.

The Village Hall Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.

MUSIC & ENTERTAINMENT

The Hall holds the appropriate licenses for Public Entertainment. Music must cease by 11.00pm and all music must be kept to a suitable level to avoid disturbance of

neighbours. To ensure the residents adjacent to the Centre are not disturbed, the folding doors must be closed by 9.00pm.

The Audio/Visual equipment in the hall is available on request to hire. A hearing loop is installed throughout the building.

FOOD SAFETY & HYGIENE

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

The Hirer or persons connected to the booking must ensure that all food brought into the building is removed, including from the fridges and any electrical equipment used such as the cooker, Lincat, microwave, kettle and dishwasher are turned off before leaving. Please ensure the dishwasher is drained down. Instructions for all appliances can be obtained in the file to the left of the cooker.

Please take ALL your rubbish home.

Please ensure all water taps are turned off.

Please check all fire doors and windows are locked and the kitchen hatch is down.

Updated August 2021