

# **ANSTY VILLAGE CENTRE**

## **Conditions of Hire**

### **BOOKING**

The Hirer will be deemed the Responsible Person and 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 do not allow birthday parties for persons between the age of 15 to 25 years.

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 may 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 regular bookings are subject to a regular review by the Management Committee.

### **RESPONSIBILITIES FOR USE AND DAMAGE**

The Hirer deemed the Responsible Person, 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. If the Hirer has any issues as to the condition of the premises, they must report this as soon as possible. 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. It is strongly recommended that cleaners are engaged for large events, particularly those serving alcohol. The Management can arrange cleaning on request for a charge when booking an event.

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. When booking the hall, please ensure you have allowed enough time at the beginning and end of your booking for this purpose.

The Hirer must 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 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. As stated above, please ensure the Air Conditioning is turned off when leaving the hall.

Please ensure when leaving, the lights in the hall (and kitchen if used) are turned off. If the blinds are drawn, please pull them back and left open.

Please ensure that all equipment in the kitchen is turned off except for the fridge and fridge freezer.

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 or similar may be fixed to any part of the Hall, 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 or ceiling.

## **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 cancellations must be received no later than 14 days in advance of the date of hire. Any payment received will be returned minus 25% of hall hire fee. Notice of cancellation made less than 14 days notice of the booking date will be liable for the full payment charge of the hall hire.

Cancellation of a regular booking received less than 14 days prior to the booking will not be reimbursed.

All cancellations due to 'force majeure' or national or local lockdowns due to Covid, a full refund will be given or the opportunity to re-schedule the booking to a later date.

Any cancellation of a booking for any reason, including you (or members of your party) being unable to attend because you (or a member of your party) fall ill with Covid, or are required to quarantine or self isolate, will be subject to the same terms and conditions of a standard booking. (See above). We strongly urge you to take out event insurance for large parties. However, the refundable deposit and all Line Items will be returned in full.

A returnable deposit of £250 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 will be charged for all other bookings at the discretion of the Booking Secretary. In the case of regular bookings, a £50 deposit may be required and held on account as security for damage or cleaning and refunded should the booking no longer be required subject to there being no damage or cleaning needed 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 whose purpose of hire is to run classes, conferences, clubs and similar 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 the purpose of their hire is to be in close contact with children and vulnerable adults. Proof of a DBS certificate must be presented to the Booking Secretary. This does not apply to private hire for parties and similar.

The Hirer is responsible for obtaining 3<sup>rd</sup> Party Liability Insurance and provide a copy of Insurance/Certificates if the purpose of their hire is a business.

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 and the cleaning cupboard.

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

The Hirer should familiarise 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.

Please ensure children are under supervision at all times and not allowed to wander around the building. CCTV is in operation.

The Hirer is deemed responsible for the overall conduct and safety of the attendees unless they nominate and inform the Booking Secretary of another named adult (21+ years). For all large group gatherings, two adults must be in attendance at all times during the booking. They will be deemed responsible for the overall conduct and safety of the booking. The Hirer is responsible for the evacuation of the premises in case of emergency.

The Hirer and/or persons attending the event must 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, bubble or foam machines or similar apparatus will not be allowed due to safety issues and the height of the hall ceiling. Permission must be sought from MSDC if Bouncy Castles, fireworks or other such entertainment is requested for an event on the recreation ground.

It is the Hirer's responsibility to ensure that they or persons they have engaged have adequate insurance against injury and damage to persons and 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 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 in the drawer to the left of the cooker.

Please take ALL your rubbish home. The bins in the car park are for Clubroom use only.

Please ensure all water taps are turned off.

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

Updated January 2023.