

# CONDITIONS GOVERNING THE LETTING OF SOUTH HEIGHTON VILLAGE HALL

## Definitions

1. The Hall means South Heighton Village Hall together with ancillary buildings, rooms, surrounding grounds and any access paths or roadways leading to the premises aforementioned.
2. The Committee means the committee of management of the said Hall as defined by the trust deed dated the third day of December one thousand nine hundred and seventy one constituting the governing rules of the Hall. (The Committee is commonly referred to as the South Heighton Village Hall Management Committee).
3. A Committee member means any person serving on the said Committee.
4. The Hirer means any individual, group of persons, club, organisation or other body who has been authorised to use the said premises whether for a hire fee or otherwise.

## Conditions of Hire & Licensable Activities

1. Conditions of Hire (Extract)  
Under the terms of the Public Entertainment Licence granted to the Hall the number of persons permitted on the premises at any one time is as follows:
  - a. 90 persons when used for a closely seated audience
  - b. 80 persons when used for dancing only
  - c. 70 persons when used for functions utilising seating at tables
  - d. 60 persons when used for functions combining b. & c. above
2. Regulated Entertainment (indoors) – Music/Singing/Dancing  
Monday-Saturday: To cease at 11.30pm and the Hall to be vacated and locked up by 12 midnight  
Sunday: To cease at 10.30am and the Hall to be vacated and locked up by 11pm.

## General Conditions

1. The hirer accepts the responsibility for any damage to the hall, its contents and other adjacent property resulting from the use of the premises. In particular, the following apply:-
  - a) Fireworks, Chinese lanterns, barbeques, hog roasts or open fires are **NOT** allowed at the Hall or its outside areas and no structure may be erected on the grounds without prior consent.
  - b) No smoking is permitted inside the premises.
  - c) Inflammable materials shall not be used for decoration of the hall, including (but not limited to) candles, tealights.
  - d) Notices must not be fixed to walls, other than to the notice boards specifically provided.
  - e) Footwear that is likely to damage hall floors must not be worn.
  - f) The cost of any crockery supplied by the Committee which is broken will be charged to the hirer at replacement cost.
  - g) The misuse of any fire extinguisher, resulting in financial loss to the hall, will be charged to the hirer.

The Committee reserves the right to recover the cost of any breach of this clause from the hirer.
2. The Committee reserves the right to refuse the hire of its premises to any applicant, without stating reasons for so doing.
3. No person under the age of 18 years may hire the Hall. If an adult hires on behalf of a minor, he/she shall ensure that proper and adequate adult supervision is provided throughout the period of the letting.
4. The Hirer shall indemnify the Committee for the cost of any damage done to any part of the property, and including the land immediately surrounding the hall, or the contents of the building which may occur during the period of the hiring as a result of the hiring. The Hirer shall be responsible for making arrangement to insure against any third party claims which may lie against her/him (or the organisation if acting as a representative) whilst using the village hall. (The Hall is insured against any claims arising out of its own negligence.)
5. The Hall is not licensed for the sale of alcohol. If alcohol is to be sold, it will be necessary for the Hirer to submit a Temporary Event Notice to the Licensing Officers of Lewes District Council and Sussex Police, at least 10 days prior to the hiring date. This Notice is obtainable by, and at the expense of, the Hirer (current application fee £21.00)
6. If you wish to use a bouncy castle or similar in the hall then please ensure that the provider has public liability insurance.

7. Except as otherwise provided by Common Law, the Council cannot accept liability for injury, or loss of property, suffered by persons using its premises during the period of hire.
8. It is the responsibility of the Hirer to ensure that no vehicle is parked in such a way as to obstruct the access to the Hall premises or the adjoining houses.
9. All users of the Hall shall ensure that no nuisance is caused to the occupants of neighbouring buildings by reason of excessive noise, or of unruly behaviour.
10. The Hirer shall ensure that any keys supplied are returned to the appointed key-holder at the earliest convenience after completion of the hiring period. The hall must not at any time be left unlocked when unattended.
11. Any temporary electrical installations may only be used if connected to the mains via properly fused 13-amp plugs attached to the sockets provided. All such connections must be of equipment which meets British Standard Specifications and complies with Electricity Supply Regulations. The hirer shall check that all electrical appliances are in good working order and that they are used in a safe manner. (The Committee is responsible for an annual check on all electrical equipment already in the hall.)
12. The Hirer will ensure that no animals, including birds, except guide dogs are brought into the hall, other than for a special event agreed with the Committee.
13. In the event that the committee is unable to provide the hall premises for the booking required through circumstances beyond their control, it shall not be liable for payment of any compensation or other liability, other than to return the booking payment.
14. If the Hirer wishes to cancel the booking the charges are: 2+ weeks' notice 100% refund, 1+ week's notice 50% refund, no refund for less than 1 week's notice.
15. The Hirer shall be responsible for leaving the premises and the surrounding area clean, tidy and properly locked and secured and ready for immediate re-use; otherwise the Committee shall be at liberty to make an additional charge. The Hirer will remove all waste materials, bottles, cans etc. from the hall and the grounds and shall return the key.

## **SOUTH HEIGHTON VILLAGE HALL** **FIRE PRECAUTIONS**

1. Please make a note of the inner fire exits in case of emergency and make your guests aware of these also. There is one in the kitchen and one at the back left side of the hall. Please take note of the fire evacuation plan (including assembly area), and all other emergency information notices displayed on the notice boards inside the main front door, by the back left fire exit and on the wall by the kitchen fire exit. **The fire safety plan is also included here on the next page.**
2. The hirer shall be in charge of and be in the hall during the whole time the premises are being used by the hirer or their organisation and they shall ensure that there are sufficient competent attendants on duty during the period of the hiring. The person in charge shall not be engaged in any duties which will prevent them from exercising general supervision of the hall.
3. Inflammable materials shall not be used for decoration of the hall, including (but not limited to) candles, tealights.
4. No smoking is permitted in the premises.
5. Fireworks, Chinese lanterns, barbeques, hog roasts or open fires are **NOT** allowed at the village hall or its outside areas.
6. The hirer shall not bring into the hall any heating appliances or other electrical equipment (other than ordinary domestic stereos, CD players, etc) without the prior consent of the committee.
7. Any temporary electrical installations may only be used if connected to the mains via properly fused 13-amp plugs attached to the sockets provided. All such connections must be of equipment which meets British Standard Specifications and complies with Electricity Supply Regulations. The hirer shall check that all electrical appliances are in good working order and that they are used in a safe manner. (The Committee is responsible for an annual check on all electrical equipment.)
8. Fire fighting appliances supplied in the hall shall be in the charge of some suitable person and kept available for immediate use at all times. (The Committee is responsible for an annual check on all such equipment.)

## **FIRE SAFETY ADVICE**

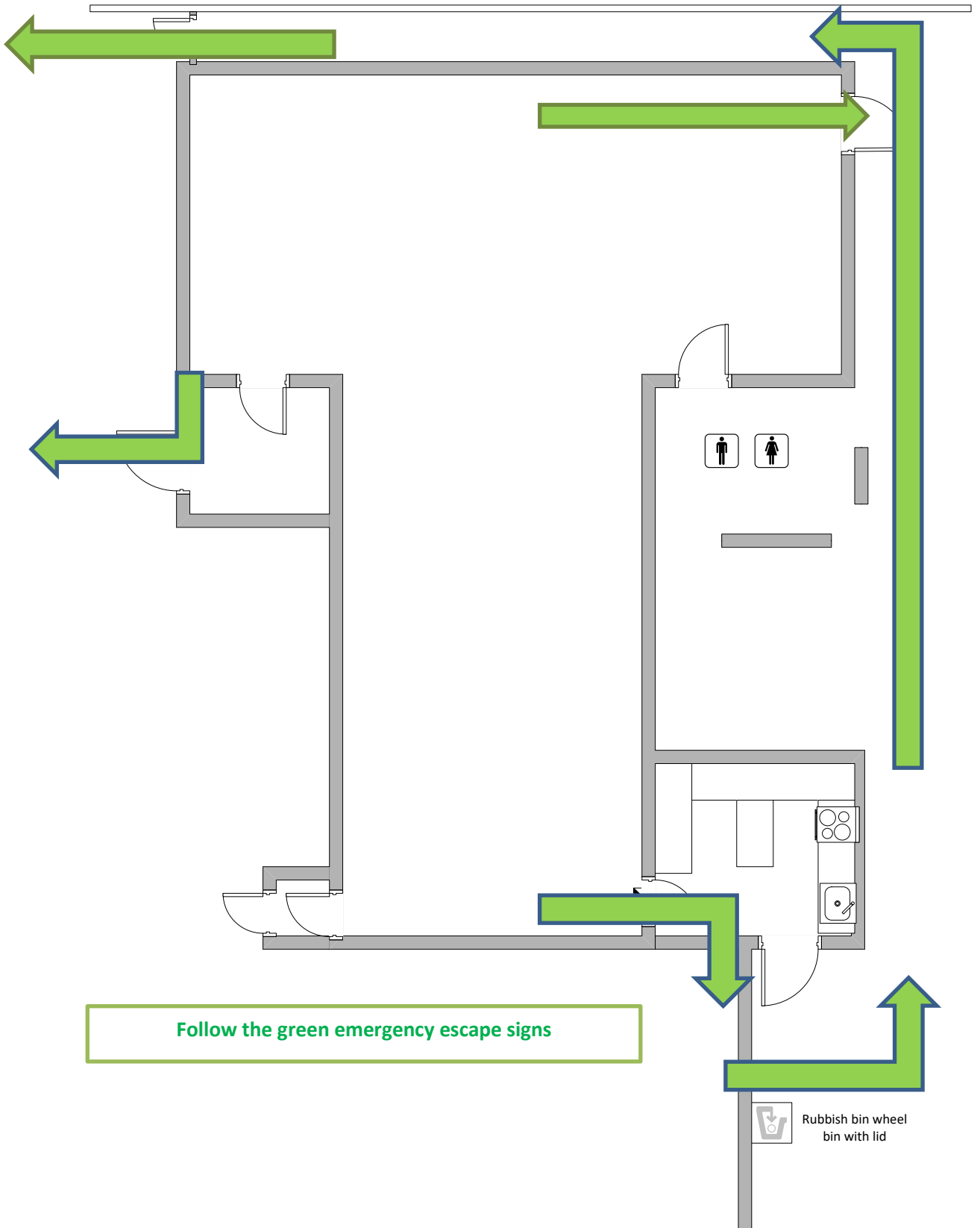
1. If there is a fire, alert all your guests (shout **FIRE**).
2. Tell everyone to leave the building immediately using the nearest **FIRE EXIT**.
3. Fire extinguishers are shown on the floor plan, but are provided to help you get out of the building. **Do not put yourself at risk by attempting to fight the fire for any other reason.**
4. Once you are out of the building everybody should gather at the **FIRE ASSEMBLY POINT**, so that you can tell if anyone is left inside.
5. **CALL 999 AND ASK FOR THE FIRE SERVICE**, remain at the Fire Assembly Point, notify them as to whether everybody is out of the building.

**The full address to give to emergency services is:  
South Heighton Village Hall, The Hollow, South Heighton, BN9 0HL**

**Fire Assembly Point** is on the pavement at the bottom of the entrance slope

# FIRE SAFETY PLAN

Fire escape plan



# **SOUTH HEIGHTON VILLAGE HALL: HIRING NOTES**

1. **KEYS:** You will be given a main key which fits both front doors. There is a iron gate to the far right of the playground area towards Hampden Gardens. This can be unlocked for access if required but please ensure that it is re-locked at the end of the hire. The key for this padlock is with the main hall key which you have been given.
2. **FIRE EXITS:** Please make a note of the inner fire exits in case of emergency and make your guests aware of these also. There is one in the kitchen and one at the back left side of the hall. Please take note of the fire evacuation plan (including assembly area), and all other emergency information notices displayed on the notice boards inside the main front door, by the back left fire exit and on the wall by the kitchen fire exit.
3. **LIGHTING:** Sensor light on outside of building. Switches in porch for porch light, outside light over door, lamppost, lights on slope. Inside inner door on the right are switches for hall lights and lobby. Separate switch for toilets – which also includes extractor fans.
4. **HEATING:** This will be set for you on a programmer, i.e. start time and finish time. Please adjust to your requirements by thermostat on each radiator.
5. **KITCHEN:** Water heater switch on wall to the right of sink. Available: cooker, microwave, fridge, tea urn, 2 x kettles, mugs. Instructions for appliances kept in drawer.
6. **MUSICAL EQUIPMENT:** Please set up any musical equipment at the left hand side of the hall (opposite end to the kitchen) **on the acoustic matting provided**. Please keep noise to an acceptable level – the hall has neighbours.
7. Inflammable materials shall not be used for decoration of the hall, including (but not limited to) candles, tealights.
8. Fireworks, Chinese lanterns, barbeques, hog roasts or open fires are **NOT** allowed at the village hall or its outside areas.
9. No smoking is permitted in the premises. Smoking bins are located outside each door.

## **ON LEAVING PREMISES**

- Take all waste with you as we do not have rubbish collected from the hall. Please do not leave any rubbish bags by the playground bins over the road
- Wipe all kitchen surfaces and mop floor
- Sweep the main hall floor and clean any spillages or marks – mop where necessary
- Toilets: Check that they are left clean and tidy
- Check all the taps, including those in the toilets, are turned off
- Check that all electrical appliances including lights, water heater, cooker and microwave are turned off
- Secure all windows, outside doors and gates
- The hall must be left ready for immediate use by the next hirer unless you are returning to clean up
- Please fill in key return check list and hand back with the key