



Registered Charity Number 305265
Bookings, c/o Parish Council Office, Village Centre, Trinity Road, Hurstpierpoint, West
Sussex BN6 9UY 01273-833264
bookings@hurstvillagecentre.org

CONDITIONS OF HIRING

Bookings

- 1 The Centre is available for hire :-
Monday to Friday - 8.30 a.m. - 11.55 p.m.
Saturday - 8.30 a.m. - 11.55 p.m.
Sunday - 8.30 a.m. - 11.00 p.m.
for (a) 400 persons dancing *
(b) 200 persons seated at tables *
These numbers are maximum and will be reduced if staging is used.
- 2 The Centre may be booked through the Parish Council.
- 3 The Executive Committee reserves the right to accept or refuse bookings at their discretion.
- 4 Hirers organising profit making functions must declare their beneficiary on publicity.

Hiring Fees

- 5 Fees are payable in advance. A deposit of £200 is required for parties / discos / dances etc, £50 for smaller daytime events - returnable if left in good condition and cleaners not required to clear litter / replace furniture etc. Fees include the use of the kitchen and all equipment, tables, chairs, etc. (List at end of conditions). The kitchen and foyer may need to be shared where there are separate hirers of the Main Hall and Conference Room. Please make sure the deposit and room hire charges are paid separately, this helps with the refund of the deposit after your event.
- 6 Our preferred payment method for the room hire is by BACS or Faster Payments. Sort code 40-52-40 Account no 00021379. Please quote your organisation name or your surname in the payment reference. Any cheques to be made payable to "Hurstpierpoint Village Centre Association" and sent to the Parish Council.
- 7 The damages/key deposit payment is to be made by cheque payable to HVCA. This will then be destroyed or returned after the event less any cost incurred for cleaning or the repair of damage. Also it will cover the cost of a replacement key if a key is not returned or is lost.

Liability & Insurance

- 8 All users should have adequate insurance cover for their own and third party liability, personal injury and damage to property both brought in and belonging to the Village Centre Association. **The Village Centre Association does not have insurance to cover such events and cannot accept responsibility for accidents or incidents unless directly attributable to faults in Village Centre Association property or fabric.**
- 9 The Executive Committee shall accept no responsibility or liability for any item of property left in the cloakroom or elsewhere on the Centre premises by a hirer or anyone attending a function.
- 10 In the event of any accident causing injury to any person within the premises or damage to the property the Hirer should report it to the Secretary within 24 hours.

Fire & Safety Precautions

- 11 Standard First Aid boxes are sited in both kitchens. Groups needing to meet particular requirements should check the equipment provided against their needs.
- 12 Hirers should note the positions of fire-fighting equipment and the procedure to be followed for evacuation of the premises.
- 13 Hirers are required to keep access to all Fire Exit Doors clear at all times.
- 14 No paper or any other decorations may be used in the Centre unless adequately fireproofed and it is the responsibility of the Hirer to see that this condition is met.
- 15 Drawing pins may not be used. Sellotape should not be used on the painted walls etc
- 16 Smoking is prohibited in the Centre, and candles as they set off the smoke detectors. No smoke machines as they do set off smoke detectors and the fire alarm .
- 17 When used for a closely seated audience all seats shall be securely fastened together in units of four to twelve seats. There must be at least 300mm spaces between the back of one seat and the foremost part of the seat behind.
- 18 Portable Appliances brought in should be tested by qualified electrician. (PAT)
- 19 Before leaving the Centre the Hirer must check that all portable electrical equipment has been disconnected. Electrical equipment used must be protected by one or more residual current devices having an adequate current loading and a 30ma tripping current.
- 20 Petrol driven wheelchairs are not permitted. Wheelchairs must be sited where they will not cause an obstruction in an emergency and where a ready means of escape is available. Each occupant of a wheelchair must be accompanied by an able-bodied adult who will be responsible for him or her. Wheelchair occupants must remain in their wheelchairs.

Stewarding

- 21 One person over 21 years of age, nominated by the hirer shall be in charge of and present in the premises at all times when the public are on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision.
- 22 Hirers must provide sufficient reliable stewards for ensuring that order is properly maintained during the time the Centre is let to them and that unauthorised or undesirable individuals do not obtain access to the Centre.
- 23 Hirers should ensure the presence of one responsible person over 21 years of age per 100 persons or part of 100 at functions attended by adults or two responsible persons per 100 children under the age of 16 or part of 100, or at least one steward per exit, whichever is the greater.

Usage

- 24 The Main Hall floor has been sealed and users must not scatter any substance of any sort (e.g. French chalk) to make the surface more or less slippery for dancing, as such action could lead to damage to the sealant. Stiletto heels and wheeled shoes / roller skates are prohibited. Bouncy castles are not permitted in the Centre.
- 25 To protect both the floor and ceilings, no bouncy castles or wheeled shoes / roller skates are

permitted.

- 26 The use of confetti either inside or outside the Centre is strictly prohibited.
- 27 All items brought in must be removed immediately after the function. Hirers must not enter the Centre to make deliveries or for any other purpose except during their booked session without prior agreement from the Booking Officer or Secretary.
- 28 Hirers are responsible for washing up and sweeping/washing the kitchen floor if necessary.
- 29 Hirers must see that the Centre is left clean and tidy, with furniture and equipment replaced where found. Cleaning equipment including vacuum cleaner is available in cupboard in disabled toilet and in the Club kitchen. In the Hall & Club Suite all chairs and tables must be replaced on trolleys. Chair & table trolleys should be replaced in the cupboards according to the diagram & illustration shown on the cupboard doors.
- 30 **Rubbish shall either be removed by the hirer, or placed in the waste bins to the west of the Centre. Please note - rubbish should not be put in public waste bin outside centre.**
- 31 Before leaving Hirers MUST CHECK that all windows and doors (including Fire Exits) are secured, taps turned off, all electric lights are switched off and the toilets checked.
[Please note the lights in the toilets are all movement sensitive and will turn themselves on and off.](#)

32 An additional charge will be made if hirers do not comply with these conditions.

33 Security and Risk Assessment

All users please note that they will be held responsible for the security of the buildings and contents during and following their booking. To maximise your security and reduce your risk:-

- Supervise the entrance or lock yourselves in, this includes the Main Foyer when neither the library nor the Parish Council are open.
- Keep fire extinguishers and call points accessible and never block Fire Doors either from the inside or on the outside.
- Do not allow strangers to use the facilities. N.B. The nearest public toilets are on the corner of Trinity Road.
- Before you leave the premises check all areas including the toilet cubicles. Whilst checking toilet facilities please make sure the toilets are also flushed.
- Close all windows and doors before leaving. If you open windows in the main kitchen, hall foyer or conference room ensure they are locked after use. The keys for the windows in these areas are kept in the window locks. If you open the hall windows ensure they are fully closed. If skylights are left open you will be held responsible for any water damage.
- **If the building is left insecure, the hirer will be held responsible for any damage incurred by any intruder.**
- Internal doors should all be left closed. The Club Suite doors, main hall foyer doors and the doors

connecting the hall and corridor to the Club Foyer should all be left locked.

- Ensure all lights are off. N.B. The Museums display in the Main Foyer is on a time switch and will go off automatically at 10.00 p.m.
- Do not affix anything to windows or glass in the Centre or use drawing pins anywhere in the building - they cause injuries to the many children who use the Centre. Use blue-tack or staples on the picture rails provided. Damage to paintwork by sellotape etc., will be charged at cost of repair. Do not use staples on doors, frames, display cases or other woodwork, plaster etc.
- For further guidance please read the more detailed Risk Assessment available.
- In the Hall & Club Suite all chairs and tables must be replaced on trolleys and stored in the cupboards according to the diagrams and photos displayed.

Liquor Licences

- 34 Hirers providing intoxicating liquors for consumption in the Centre shall obtain any necessary licences and shall comply with the law in all respects.
- 35 The Centre is in a residential area and it is requested that people should make as little noise as possible when leaving an evening function.

Emergency Evacuation

- 36 The Centre is an emergency evacuation point for several facilities in the Parish. In the event of a severe emergency, hirers may have to evacuate the premises at short notice. In this event they will not be charged for their booking, but the Centre cannot accept responsibility for any losses incurred.

Cancellation

- 37 At the discretion of the Executive Committee, a booking cancelled within three months of the date of the event will be charged up to 50% of the fee.
- 37 The Village Centre Association cannot accept liability in the event of the non-availability of the Centre due to circumstances beyond its control.
Hirers may wish to take out their own insurance to cover this risk.

Access

- 38 **Hirers should collect an access key in the week of the booking from the Parish Council Office, which is situated in the foyer of the Village Centre. The Office is open Mondays to Fridays from 9.00 a.m. to 1.30p.m. The key should be returned immediately after the booking. A £50 key and damage deposit is required when collecting the key.**

General data protection

- 39 Hurstpierpoint Village Centre Association uses personal data for the purposes of managing the Village Centre, its bookings and finances. Data may be held for up to 7 years for accounting purposes and for longer when required by the Centre's insurers. If you want to see a copy of the information about you that we hold please contact the booking secretary.

Safeguarding

- 40 Hirers who are working with children or vulnerable adults must have an appropriate safeguarding policy which they are responsible for implementing.

The following items are available for use by people hiring the Village Centre :-

Main Hall

36 rectangular 6ft x 2ft tables
10 round tables
200 chairs
Staging

Conference Room

8 rectangular 4ft x 2ft tables plus 20 chairs
Whiteboard

Kitchen for Main Hall Area

Hot Drinking Water Boiler / Refrigerator / Freezer / Electric Cooker / Microwave / Dishwasher /
Quantity of cutlery / crockery / trays
(200 sets of cutlery & crockery may be hired in units of 50 sets for an additional charge)

Hall Foyer

5 round tables with diameter of 30 inches / 21 chairs

Club Suite

50 Chairs / 8 rectangular 4ft x 2ft tables
10 low height tables 6ft x 2ft
Hot Drinking Water Boiler / Electric Cooker /
Microwave / Refrigerator / Dishwasher / Quantity
of crockery & cutlery

HURSTPIERPOINT VILLAGE CENTRE

Trinity Road
Hurstpierpoint
West Sussex
BN6 9UY

Bookings Secretary
The Parish Council Office
Trinity Road
Hurstpierpoint, BN6 9QT
Tel 01273-833264
bookings@hurstvillagecentre.org

Thank you for your booking.

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The invoice will be sent to you during the three weeks preceding your booking. Use of the kitchen is included in the letting fee, subject to sharing if necessary. **Please do not block fire exits with chairs/tables etc.**

The conditions of hire and a list of equipment available for the use of hirers are enclosed.

Rubbish shall either be removed by the hirer, or placed in the waste bins to the west of the Centre. Please note - rubbish should not be put in public waste bin outside centre.

In the Hall & Club Suite all chairs and tables must be replaced on trolleys.

Please read items no 24 to 28 regarding cleanliness.

Hirers should collect an access key in the week of the booking from the Parish Council Office, which is situated in the foyer of the Village Centre, which should be returned immediately after the booking. A £50 deposit is required to cover damage or loss of key. The Office is open Mondays to Fridays from 9 a.m. - 1.30 p.m.

Please read the conditions of hire and then complete and **return just the form below.**

Keep the top part of this page for your information. Thank you for your booking.



Name of Hirer / Society / Club

Purpose of Function

Name of Nominated person in charge

Contact name

& address

..... Post Code

Hirers Telephone No. - e-mail address

Date of Function//

Area Booked Main Hall / Conference Room / Club Suite

Time Booked From to

Please allow time to set and clear up

I confirm that I have read, understood, and will fully comply with the Conditions of Hire, accepting liability for any damage to the centre during the hiring.

Signed on behalf of the hirer. Date / /

USEFUL LOCKING UP PROCEDURE LIST - VILLAGE CENTRE

Close all windows and lock windows in kitchen and coffee area in main building

Close all doors and lock inner foyer and main doors

Ensure all lights are switched off (excepting automatic lights in the toilets)

Ensure that dishwashers are emptied

Ensure that drip tray under hot water boiler in main kitchen has been emptied and placed back under the heater - take care as water may be hot

Ensure that all toilets have been flushed and all taps are switched off

Ensure that double fire doors at bottom of ramp in the main building are firmly closed

Ensure that the building is left clean and tidy ready for the next hirer - cleaning equipment is kept in the cupboard in the disabled toilet in the main building and in the tall cupboard in the kitchen in the club suite. Even if you think the hall floor does not need sweeping - it does !!

Please remember that the hirer is in charge of the building during the time of the hiring

Please inform us of any breakages or damage, so repairs may be carried out