



CONDITIONS OF HIRE

Information regarding hire rates and payment of hire fees, to include deposit, is given on the Booking Form. **Before signing the booking form you must read the following conditions and ensure that you, the hirer, plus all organisers and helpers during your hire, comply with them.**

The Cancellation Policy is detailed at the end of this document.

All hall bookings are covered by Kelsey Hall's insurance. Please note that the policy does not cover commercial third parties (i.e. businesses or people making or intending to make a profit) so you, the hirer, will need to check that their insurance is current. If an activity during the hire period goes off site – e.g. Car Parade or Nature Walk - the hirer needs to obtain extra cover.

- The hirer must be over 21 years old and be present during the entire period of hire.
- The hirer or a responsible person delegated by the hirer should be the named Safety Officer for the duration of hire and their name put on the board in the main hall.
- The Safety Officer must ensure that:-
 - ❖ they know the location of all fire exits and routes and are kept clear at all times
 - ❖ they know the location and are familiar with fire-fighting equipment
 - ❖ they know the procedures for calling the emergency services and evacuation of the premises to the assembly point. Fire notices are displayed in the premises.
- The hirer during the period of hire takes full responsibility for:-
 - ❖ the safety and reasonable behaviour of all persons on the premises – to include **Safeguarding** please see the section on Page 3 of this document
 - ❖ complying with Licensing regulations – please see the **Premises Licence** section on Page 2
 - ❖ care and safety of the premises and contents. **Breakages must be reported** to the Bookings Secretary
 - ❖ payment of deposit to cover the cost of rectifying negligent damage to the premises/contents, work involved in extra cleaning or restoring contents
 - ❖ returning all contents temporarily removed to their appropriate storage area
 - ❖ leaving the premises and surrounds in a clean and tidy condition, properly locked and secured including turning off lights, closing all doors (to help curb the spread of fire should there be an outbreak when the hall is empty) and locking all windows that have been opened – an insurance requirement (3 window keys: located on notice board in both halls and window ledge in kitchen)
 - ❖ **Car parking** Please see important note on Page 3 of this document.
- **Please remember that the hall is in a residential area and when using or leaving the premises have consideration for the residents.**
- The **First-aid kit** and the Health & Safety Policy are in the kitchen. All accidents must be reported to KHMC; please follow the instructions in the H & S Policy.
- The hirer must pre-assess any risks which may arise from the activities which will take place during their hire period and must ensure that all the organisers & helpers are aware of the steps necessary to mitigate the risk of injury or damage. An example **Risk Assessment** template is shown on Page 3 of this document. A general Risk Assessment for Kelsey Hall and the use of items stored at the hall can be found in the Health & Safety Policy located in the kitchen.
- As part of fire precautions the use of naked flames on the premises is prohibited. The exception to this is small candles (tea-lights) in fire proof enclosed or semi-enclosed containers. Fireworks and other pyrotechnics are also prohibited. **NO SMOKING ON THE PREMISES or E-cigarettes**
- The hirer shall ensure that all electrical equipment brought into Kelsey Hall for use during the hire period is in good condition and safe to use (preferably PAT tested). Electrical appliances owned by Kelsey Hall and available for general use by hirers i.e. fridge, kettles etc. are PAT tested regularly. The electrical wiring of the building is checked 5 yearly as per government guidelines (EICR). Reeled extension leads must be pulled out to their full extent during use.


 KELSEY HALL

- Please inform the Bookings Secretary of the nature of any entertainment you are hoping to provide so that it may be approved as suitable for use in the hall; current exclusions include Bouncy Castles, Foam/Bubble/Smoke/Fog/Snow machines, which are not permitted inside the hall due to health and safety implications. This applies even if the supplier /company has insurance cover.
- Dogs, with the exception of assistance dogs, are not permitted in the hall.
- **Additional Important Information & Advice for Hirers**
- The period of hire must allow for setting and clearing up.
- Please **do not** adjust the storage heater controls.
- Included in the hire of the hall is the lighting, fridge, storage heating, hand-dryers, use of crockery, cutlery, tables & chairs.
- Electricity tokens, £1 each, will be required for the use of sockets, oven/hob, microwave, kettle, dishwasher, auto-urn (for hot water for tea/coffee), hot water for washing up/handwashing, and additional heating. These are available from the Booking Secretary. Returned tokens will be refunded.
- Putting up decorations: Blu-tac, sellotape or similar adhesives should not be used on the walls. No drawing pins other than used to put notices on the notice boards. There are hooks on the walls, ceiling and at the end of the curtain rails in the large hall to hang decorations.
- When hiring the hall for a children's party please only use plastic chairs (*not the padded chairs*) for both adults and children. There are children's height tables and chairs available, please let the bookings secretary know if you wish to use them. Children are not allowed in the kitchen.
- Please bring tea-towels & j-cloths if you will be doing any washing up (washing-up liquid and bowl is under the sink).
- If you are going to use the oven you will need to bring oven gloves.
- If you wish to use the dishwasher you will need to provide your own all-in-one tablet (the instructions to set it for a short 40 minute wash are provided). Ensure you allow time for emptying the dishwasher.
- Please dispose of rubbish in accordance with the instructions on the inside of the door to the bin-cupboard in the kitchen. The hall has a black wheelie bin for bagged rubbish and a burgundy wheelie bin for recycling - these are situated near the gate in the carpark and we would be grateful if you could deposit such rubbish accordingly after your period of hire.
- Please take home soft plastics, crisp packets and biscuit wrappers for recycling with your home soft plastics (receptacles at most supermarkets).
- Mopping up floor spillages - **especially important on the wood flooring**: Please use the clean old tea-towels in the broom cupboard. Please leave used cloths at the bottom of the cupboard for KHMC to wash.

PREMISES LICENCE (Referred to on Page 1)

The premises may not be used for any purpose, including sub-letting, other than that described in the hiring agreement.

Activities in the hall are governed by the Premises Licence issued under the Licensing Act 2005.

The regulations include:-

- a) The requirement for a Temporary Event Notice (TEN) for the sale of alcohol or extending licensing hours (times of licensed activities are on the Premises Licence). There is an annual limit to the number of TENs that can be issued to the hall. The booking secretary must know if a TEN has been applied for. The hirer of the hall must ensure that a copy of the TEN is prominently displayed in the hall for the duration of the event. If a TEN is required the form can be obtained by telephoning Chichester District Council-01243 785166 or downloading from <http://www.chichester.gov.uk/temporaryevent>. The minimum period of notification is 10 working days before the event.
- b) A restriction on the number of people allowed on the premises at any one time:
Large hall - 200 seated e.g. for a talk or 100 seated at tables. Small hall - 40 seated or 20 seated at tables.
- c) All hall activities including the playing of music (Kelsey Hall has a music licence) is restricted to the hours between 9am and 11.30pm.

Please remember that the hall is in a residential area and when using or leaving the premises have consideration for the residents.



SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK (Referred to on Page 1

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
Please click [HERE](#) to see the Kelsey Hall Safeguarding Policy.

RISK ASSESSMENT TEMPLATE (Referred to on Page 1) *Word doc. available to download [here](#)*



Risk Assessment Template for Hirers

GO THROUGH EACH ACTIVITY which will take place during your period of hire LOOKING AT each of THE 6 FACTORS LISTED IN THE HEADER COLUMNS, record your findings in the table and implement them. Review and update your RA regularly.

(1) Activity / Area of Concern <i>ie:</i> what is taking place as part of the event?	(2) Hazards Identified <i>ie:</i> what can cause harm?	(3) Persons at Risk <i>ie:</i> who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) <i>ie:</i> determine the level of risk	(5) Actions to be Taken to Minimize each Risk <i>ie:</i> what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) <i>ie:</i> risk factor after action taken to minimize the risk

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed)

Organisation:..... Position:

Signature:..... Date:.....

CAR PARKING (referred to on Page 1)

The capacity of the carpark is 25 cars.

Kesley Hall is situated within a private estate, the roads are designated bridleways and footpaths; there are no pavements.

If the hirer expects the number of vehicles during their hire period to be in excess of 25 please inform the Bookings Secretary (who will alert the Estate Managers).

When the carpark is full, attendees parking in Chalk Road should be asked by the hirer to please park only in GREEN ZONE areas, shown on the map below, and be considerate of access to driveways and emergency vehicles and not to mount the verge.

DO NOT PARK IN RED ZONE OR ON THE VERGES. Thank you

[The map should be shared with all attendees of your event.](#) Click [HERE](#) to download a copy of the Parking Zones Map (shown on Page 4)



PARKING ZONES WHEN CARPARK FULL



The P.A. system is blue-tooth compatible, has a CD player and has both lapel and hand held microphones. It is available to most hall users but it **MUST** be pre-booked. Please indicate on the Booking Form if you wish to use it. Arrangements will be made for the user to receive a short tutorial on its set-up, use and storage.

Please note that the following conditions apply:

1. The user should be the person who will be operating the system during the period of hire.
2. The user must ensure that the system is not tampered with during the period of hire.
3. The user will be responsible for ensuring the equipment is left in the same conditions as at the start of their session with all accessories returned to the cabinet.
4. The user must immediately report any fault in or malfunction with the system.
5. The deposit paid when booking the hall (£50) will be forfeited if the P.A. system is found to be faulty/damaged after your period of hire.

TYPES OF HIRE

1. **User Group/Club** A group of individuals having an agreed schedule of repeat bookings.
2. **Private - Regular Use** An individual or business having an agreed schedule of repeat bookings.
3. **Private - Single Use** An individual or business having a one off booking.

CANCELLATION POLICY

Without exception cancellations by hirers must be notified to the Booking Secretary via email.

User Group/Club And Private Regular Use

Any cancellation of use which falls within the agreed schedule of bookings shall be subject to the following conditions

- 28 days notice will not incur a penalty.
- Less than 28 days notice will incur payment of the full hire fee for the period of non use UNLESS the facilities are hired for another use.

Private Single Use

A cancellation will be subject to the following conditions

- 7 days notice will not incur a penalty.
- Less than 7 days notice will incur a penalty of £10 (equating to 20% of hire deposit) UNLESS the facilities are hired for another use

KHMC reserves the right to refuse or cancel a booking providing justification for doing so.

In the event of cancellation KHMC will refund in full any prepayment by the hirer.

In any event beyond the control of the committee, in which the premises are rendered unfit for the purpose it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage.

If there any queries regarding any part of the booking form or conditions of hire please contact a member of the Kelsey Hall Management Committee.

KHMC (Updated August 2023)