



CONDITIONS OF HIRE

Before signing the booking form you must read the following conditions and ensure that you, the hirer, comply with them.

- 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
 - ❖ complying with Licensing regulations
 - ❖ care and safety of the premises and contents
 - ❖ payment of deposit to cover the cost of rectifying negligent damage to the premises/contents, work involved in extra cleaning or restoring contents
 - ❖ leaving the premises and surrounds in a clean and tidy condition, properly locked and secured including turning off lights
 - ❖ returning all contents temporarily removed to their appropriate storage area.
- The premises may not be used for any purpose, including sub-letting, other than that described in the hiring agreement
- A First-aid kit and the Health & Safety Policy are in the kitchen. All accidents need to be reported; please follow the instructions in the H & S policy.
- 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 period of hire should allow for setting and clearing up.
- 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.
- Electricity tokens will be required for additional heating/use of power points. These are available from the booking secretary. Returned tokens will be refunded.
- All waste must be disposed of in accordance with instructions displayed in kitchen.(see the inside of the door to the bin).
- 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.
- Please note that the outdoor play equipment is for pre-school use only.
- 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.
- Please **do not** adjust the storage heaters' controls.

Continued on the next page



- The hirer should be familiar with all instruction and advice notices displayed on the premises including the Licensing Regulations displayed on the lobby notice board:-

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

The regulations include:-

- 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/temporarevent>. The minimum period of notification is 10 working days before the event.
- 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.

The P.A. system is blue-tooth compatible, has a CD player and has both lapel and hand held microphones. It is available to all 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:

- The user should be the person who will be operating the system during the period of hire.
- The user must ensure that the system is not tampered with during the period of hire.
- 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 and ensure that the cabinet is locked at the end of their session. The key to the cabinet must be returned to the Bookings Secretary.
- The user must immediately report any fault in or malfunction with the system
- 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.

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

TYPES OF HIRE

- User Group/Club** A group of individuals having an agreed schedule of repeat bookings.
- Private - Regular Use** An individual or business having an agreed schedule of repeat bookings.
- 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 November 2019)