

# **FAIRWARP VILLAGE HALL**

Registered charity number 305218

## **Conditions of Hire – 2023/24**

### **THE HIRER**

1. Must be over 18 years of age and will be held responsible, during the period of hire, for those using the Hall and the care of the Hall and its fittings. This includes the car parking arrangements and avoiding obstruction to the public highway.
2. Shall not use the premises for any purposes other than that described in the Hire Agreement.
3. Shall indemnify the Hall Committee for the cost of any repair or loss or damage to the Hall or its fittings arising from the hire.
4. Shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Chairs and tables stacked correctly. Crockery, cutlery, glasses and other kitchen equipment must be washed and put away in the correct place. Rubbish must be taken away or placed in sacks in the bin on the patio.
5. On completion of the hire, shall ensure that all their equipment is removed at the end of the hire period and the Hall is securely locked.

### **INSURANCE**

6. The Hall's liability insurance covers anybody who hires the Hall, either for a one-off event or on a regular basis and providing they are not hiring the Hall for business or commercial purposes. To qualify for cover under the Hall's policy, the hiring must be regarded as for the benefit of the local community.
7. The Hirer is responsible for arranging any other insurance cover for liabilities that may arise from the nature of their hiring. A copy of the relevant insurance certificate should be available if requested.

### **EQUIPMENT STORAGE**

8. Hirers are not permitted to store their equipment at the Village Hall. Exceptions can be approved with the prior consent of the Committee when additional charges may apply.

### **CANCELLATIONS**

9. If the Hirer wishes to cancel a booking within 4 weeks of the planned Hire, 50% of the booking fee will be payable. In the event of cancellation due to circumstances beyond collective control, such as pandemic, exceptional weather, power failure or a government directive, a cancellation charge will not be payable.
10. The Committee reserves the right to cancel a booking in the event of the Hall being required for use as a Polling Station or other authority event. The Hirer will be entitled to a full refund.

### **PREMISES LICENCE FOR PUBLIC ENTERTAINMENT**

11. To comply with Wealden District Council Premises Licence issued under the Licensing Act 2003 the Hirer must always oversee and be on the premises when the public are present. A copy of the Premises Licence relating to the management and supervision of the premises is available for inspection on the Hall Notice Board.

- Hours of Use for public entertainment are Mondays to Saturdays between the hours of 9am and 11pm. Hirers are responsible for ensuring that all events finish by 11pm. Other times require special permission licence from Wealden District Council and the Hall Management Committee. The sale of alcohol is prohibited unless the appropriate licence has been obtained.

A temporary event Licence is now available from:

Rother and Wealden Environmental Health Service  
Town Hall  
Bexhill-On-Sea  
East Sussex  
TN39 3JX

#### More Information

Wealden Information: [Click Here](#)  
Application Form Online: [Click Here](#)  
Application By Post: [Click Here](#)

### SECURITY AND SAFETY

- Smoking or vaping is not allowed in the Hall.
- Decorations can only be attached with care and ensuring that there is no damage to the surfaces of the Hall. Power cables laid over the floor shall be covered with rubber protectors.
- The Hirer must familiarise themselves with the actions to be taken in the event of a fire or emergency. Details are posted on the Village Hall website and on the main notice board
- Depending on the numbers in attendance and in addition to the Hirer, a minimum of 2 competent adult attendants must be identified to carry out responsibilities above in case of an emergency. If the attendees are under 16 years of age, 3 attendants should be identified.
- Hirers can bring their own electrical equipment to the Hall for the benefit of their guests. Such equipment must be authorised and PAT Tested by a qualified electrician prior to use.
- No unauthorised heating appliances shall be used on the premises. Highly flammable substances, including candles shall not be brought into the Hall. Strobe or laser lighting shall not be used on the premises. Performances involving risks to the public shall not be given.

### DATA PROTECTION

- The Hall has a privacy policy which is found on the website, is displayed on the main notice board in the Hall or by asking for a copy, can be mailed to you. The policy explains what data we collect about whom and how it is used.
- The Hirer is responsible for their own compliance to Data Protection Laws, especially if it hires in a capacity of a commercial operation.

Please sign and return the Hiring Agreement to Mrs. Long at the time of paying deposit confirming that the Conditions of Hire have been read and understood. In signing, you also agree that promotional details of your event may be published on our Fairwarp Village Website and FCS Newsletter.

## Conditions of Hire Agreement – 2022/23

Please complete the below information:

First Name:		Last Name:	
Address:			
Contact Number:		Email Address:	
Organisation (if any):		Purpose of Hire:	
Date Of Hire		Time of Hire	Morning      09:00 to 13:00
			Afternoon      14:00 to 18:00
			Evening      18:30 to 23:00

This is to confirm that I have read and accept the Conditions of Hire.

Signature: .....

Please print name: .....

Date: .....

In the case of questions, please contact Mrs. Long – 01825 712632

Please return to:

By Post	By Email
Fairwarp Village Hall C/O: Mrs. A. Long, The Mustard Pot, Fairwarp, Uckfield, East Sussex TN22 3BT	<a href="mailto:anitamlong@outlook.com">anitamlong@outlook.com</a>