



COCKING VILLAGE HALL TERMS AND CONDITIONS OF HIRE

These terms and conditions apply to all hiring of the Cocking Village Hall. If the Hirer is in any doubt as to the meaning of the following, consult the Bookings Secretary at cockingvillagehall@gmail.com.

Guidance notes on the use of the Car Park and Sports Field can be consulted [here](#).

1. HIRE AGREEMENT

The Hirer must be 18 years old and above to be eligible to make a booking.

Bookings to be made via the Hallmaster online booking system as described in the website. The Hirer shall provide full contact details; address, telephone, email etc.

2. CONFIRMATION

Preliminary confirmation will be issued by the Bookings Secretary. Firm confirmation of the Hire Agreement will only be secured after payment has been made.

3. HIRE PERIOD, CHARGES AND PAYMENT

Hire Period

The Hire Period booked shall allow sufficient time for setting up and clearing up after an event.

The Hire Charge covers the Hire Period only. The Hirer shall not be entitled to extend the Hire Period without the prior agreement of the CVH and without payment.



The charges are those stated in the Hire Charges section of the website or as otherwise agreed between the Hirer and Cocking Village Hall Management Committee ('CVH'). An invoice will be issued by CVH stating the details.

Payment

Payment shall be made by BACS in accordance with the invoice.

4. CANCELLATION

Hirers may cancel a booking without penalty up to two weeks prior to the Hire Period. In such case the Hirer may elect to be refunded any Hire Charges already paid or be credited against a future event. If the Hirer cancels an event within two weeks, the Hirer shall pay the invoiced amount or £50 whichever is smaller.

The CVH reserves the right at any time to cancel a booking by written notice to the Hirer if the premises become ineligible for use for reasons beyond its control. In such case the Hirer may elect to be refunded any Hire Charges already paid or be credited against a future event.

The CVH shall not be liable for any direct or indirect loss or damages whatsoever resulting from cancellation by it or by the Hirer.

5. HIRER'S RESPONSIBILITIES

Safety

The Hirer is responsible for the safety of its invitees and guests during events within the Hall premises and in the adjoining Car Park and Sports Field and shall take reasonable care to ensure the safety of the general public in the vicinity of the event. The Hirer shall assess the risks involved in an event, particularly in connection with any event at



which alcohol is provided and/or which is attended by children. The Hirer acknowledges that they have read and understood the instructions in the following matters:

- Evacuation of the Hall in the event of fire.
- Calling the Fire Brigade (999) and notifying the security company Pro-Tec.
- The location and use of the fire blankets in the kitchen and fire extinguishers to enable safe evacuation only.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Use of the outside lights.

Explosives and flammable substances

The Hirer shall ensure that:

- No heaters of any kind shall be brought into or used within the Hall.
- No highly flammable substances shall be brought into, or used in any part of the Hall
- Decorations are kept away from light fittings or radiators.
- Candles are not used for decoration or general lighting (except cake candles)

Electrical appliance safety

The Hirer shall ensure that any musical and/or other electrical appliances brought onto the premises shall be properly certified, in good working order, and used in a safe manner



Supervision and responsibility for children

If persons under 18 are present, it is a condition of hire that a responsible adult(s) must always be in attendance to ensure that all conditions of the hire are met and that children are kept safe.

The Hall premises.

During the Hire period the Hirer shall be responsible for taking care of the Hall premises and for the prevention of damage to the fabric of the Hall and/or loss, damage or theft of its equipment, fittings and contents.

No alterations or additions may be made to the Hall premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises. A batten around the wall is provided for fixing decorations.

End of hire

The Hirer shall leave the Hall premises and surrounding area in a clean and tidy condition. The Hall premises shall be properly locked and the keys replaced in the key box unless agreed otherwise.

Cleaning equipment, brooms and mop/bucket are supplied in the broom cupboard. All rubbish is to be placed in plastic bags (provided in kitchen) and removed by Hirer.

- Hirers shall return all tables and chairs to their respective storage areas in a clean condition.
- Hirers shall ensure that all internal and external lights are turned off before leaving, including storeroom, toilets, kitchen and carpark.
- Taps shall be turned off and water heaters and kettles emptied.



- The fridge shall be emptied and turned off. If the dishwasher is used it may be left running. Turn off the cooker.
- If the kitchen is used, it is responsibility of Hirers to see that all work surfaces are wiped clean. All crockery and cutlery must be washed by hand or by dishwasher and put away.
- The floors must be swept and, where necessary, washed.

6. GENERAL USE OF THE PREMISES

The Hirer shall not use the premises for any purpose other than that described in the Hire Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.

Licence

A Temporary Entertainment Notice (TENs) licence shall be obtained from Chichester District Council in advance of any event at which any live entertainment is performed, music played or alcohol sold. The Hirer shall provide a copy to CVH prior to the event.

Noise

The Hire shall ensure that the minimum of noise is made on arrival and departure, particularly after 10pm at night.

No music (electronically amplified or otherwise) is to be played or performed after 11.00pm.

Drunk and disorderly behaviour and supply/use of illegal drugs

The Hirer shall be responsible for preventing drunk and disorderly behaviour of its invitees and guests. No illegal drugs may be brought onto or used within the Hall premises, the car park or the adjoining Sports Field. Phone Pro-Tec or the Police for assistance if required.



Dangerous and unsuitable performances

Performances involving danger to the Hirer, its invitees and guests or to the public or of a sexually explicit nature shall not be permitted.

No Smoking

No smoking is allowed within the Hall premises.

Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the laws relating to gaming, betting and lotteries.

Health and hygiene

In the event that any Covid 19 regulations are still in force, the Hirer shall strictly observe any such rules and regulations.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Animals

Animals are to be kept outside the Hall as a rule (except for guide dogs and dogs used for training purposes). No animals whatsoever are allowed to enter the kitchen at any time.

7. COMPLIANCE, INSURANCES AND INDEMNITIES

The Hirer shall be responsible for ensuring that all persons attending an event shall adhere to these terms and conditions.

The Hirer shall be liable for any personal injury to or death of and any loss or theft of or damage to its or any of its guests and invitees property resulting from the Hire of the Village Hall and shall indemnify



the Cocking Village Hall Management against any and all claims made against any member of the Cocking Village Hall Management Committee and the Village Hall's employees, agents and invitees for:

- (i) the cost of repair/replacement of any loss, damage or theft whether accidental or not to any part of the Hall premises or to its contents or to the car park or Sports Field
- (ii) the theft or loss of property or injury to persons arising as a result of the use of the Hall premises by the Hirer and its guests and invitees, and
- (iii) the injury, death, loss, theft or damage to property suffered by a third party as a result of the use of the Hall premises by the Hirer

Cocking Village Hall Management will take out and maintain in force the required Employer and Public Liability Insurance.

8. NO RIGHTS

The Hiring Agreement constitutes permission only to use the Hall premises, car park and Sports Field and confers no tenancy or other right of occupation on the Hirer.