



TERMS AND CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Cocking Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Bookings Secretary should be consulted. **Guidance notes on the use of the Sports field can be consulted [here](#).**

A) HIRE TERMS

Bookings – must be made via the online booking process at cockingvillagehall.org.

Payment arrangements

- The hire charge will be that applicable at the date of hire in accordance with the current tariff, or as otherwise agreed between the Hirer and Cocking Village Hall Management Committee.
- Full payment must be received at least two weeks before the hire in order for the booking to be confirmed. Payment is to be made by BACS.

Cancellation

- Hirers may cancel a booking free of charge up to two weeks prior to the event. If the Hirer wishes to cancel an event within two weeks, the Hirer will be charged the full amount of the expected hire fee or £50 whichever is smaller.
- The Village Hall Committee reserves the right to cancel a booking by written notice to the Hirer if the premises become unfit for the purpose through natural causes or if the Hirer becomes ineligible through legal proceedings against them or if there is an emergency requiring use of the premises as a shelter for victims of flooding,



snowstorm, fire, explosion or those at risk of these or similar disasters.

- In any such case the Hirer shall be entitled to a refund of any Hire fee already paid, but the Village Hall Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever

End of hire

- The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. **Failure to do this will incur extra charges.**

Age and responsibility for children

- The Hirer must be over 18 years of age at the time of application, and 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.

Supervision

- The Hirer shall agree these Terms and Conditions as a condition of making a firm booking. The Hirer is responsible for ensuring that these terms and conditions are understood and adhered to by all persons using the Hall during the hire period.
- The Hirer shall, during the period of use and occupancy of the Hall and carpark, be responsible for the fabric and the contents of the premises; the behaviour of all persons using the premises, proper supervision of car parking arrangements so as to avoid obstruction



of access from Bell Lane to the carpark and to the Hall for emergency services (eg Fire and Ambulance).

- The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
- No liability will be accepted by Cocking Village Hall Management Committee for any injury or death or loss or damage to property however caused.

End of hire

- The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced. **Failure to do this will incur extra charges.**

B) CLEANING AND SECURITY

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 are asked to return all tables and chairs to their respective storage areas in a clean condition.
- All breakages are to be reported and a charge will be made for replacements.
- Hirers must ensure that all internal and external lights are turned off before leaving, including storeroom, toilets, kitchen and carpark.



- Taps should be turned off and water heaters and kettles emptied. Empty the fridge and turn it 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.

C) USE OF THE PREMISES

General

- 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.
- If alcoholic drink is to be consumed on the premises, the Hirer is responsible for ensuring that NO alcohol is consumed by any person under the age of eighteen. If alcohol is to be sold the Hirer is responsible for ensuring that a Temporary Entertainment Notice (TENs) licence is obtained from Chichester District Council and conformed to.
- Nothing is to be fixed to the walls. Please use the batten around the hall to fix any decorations ensuring they are removed before vacating the hall.

Noise

- The Hire shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. No music (electronically amplified or otherwise) is to be played or performed after 11.00pm. Music may only be played outside the Hall with the specific prior agreement from the Cocking Village Hall Management Committee.



Drunk and disorderly behaviour and supply of illegal drugs

- The Hirer shall be responsible for preventing excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. No illegal drugs may be brought onto or used within the premises or the adjoining Sports Field.
- Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. The security company Pro-Tec shall be informed by telephone immediately of any such incidents.

Stored equipment

- No items whatsoever are to be left in the building except by permission of the Cocking Village Hall Management Committee. Items of food or drink must not be kept in the kitchen without prior permission.
- The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded.

Dangerous and unsuitable performances

- Performances involving danger to the public or of a sexually explicit nature shall not be permitted.

Smoking

No smoking is allowed within the Hall.



Licensable activities

- The Hirer shall ensure that the TENs Licence permits the use of copyright music in any form, or for live performances in person.

Gaming, betting and lotteries

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

Health and hygiene

- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

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

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 to enter the kitchen at any time.



No alterations

- No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises, except to the battens around the walls. Damage caused to the premises by removal of items stuck or attached to walls, windows or doors will be charged to the Hirer.

No rights

- The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

D) PUBLIC SAFETY

- The Hirer is responsible for the safety of its invitees and members of the general public during events within the premises and in the adjoining Sports Field. Hirers shall assess the risks involved in an event, particularly in connection with any event at which alcohol is served or consumed or which is attended by children. The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in the event of fire. This includes the primary duty of calling the Fire Brigade (999), evacuating the Hall and notifying the security company Pro-Tec.
 - The location and use of the fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.



- Use of fire blankets in the kitchen and fire extinguishers are to enable persons to evacuate the premises and are not intended to be used to extinguish a serious or extended fire.
- Outside lights, including the carpark, should be turned on during hours of darkness. The emergency lighting supply illuminating all exit signs and routes will activate automatically in the event of a power failure.

E) COMPLIANCE, INSURANCES AN INDEMNITIES

- The Hirer shall be liable for and shall indemnify and keep indemnified accordingly against any and all claims, losses, damages and costs made against or incurred by 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 inside and outside and to the carpark area or to the contents of the Hall
 - (ii) the theft or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) 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 premises by the Hirer



- The Village Hall Committee shall take out adequate insurance to insure its liabilities against any claims for injury or death and loss or damage to property arising out of its **own** negligence.

Accidents and dangerous occurrences

- The Hirer must report all accidents involving injury to the public or to its invitees to Pro- Tec security company and to a member of the Cocking Village Hall Management Committee **as soon as possible**. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible**.

Explosives and flammable substances

- The Hirer shall ensure that:
 - No heaters of any kind shall be brought into or used within the Hall, except those provided as part of the kitchen equipment
 - highly flammable substances are not brought into, or used in any part of the premises
 - No decorations will be permitted near to or on light fittings or heaters.
 - Candles are not permitted for decoration or general lighting (except cake candles)



Fly posting and general advertising

- The Hirer shall not permit fly posting or general advertising of an event, so as to avoid uninvited persons gate - crashing an event and causing problems. Failure to observe this condition may lead to prosecution..