

STORRINGTON & SULLINGTON PARISH COUNCIL
Terms and Conditions for the hire of premises

All enquiries regarding hire of premises should be directed to The Parish Hall, Thakeham Road, Storrington, West Sussex, RH20 3PP. Office is open Monday to Thursday 10:00 to 13:00 – 01903 746547 or via email: office@storrington-pc.gov.uk

- 1) **SINGLE BOOKINGS:** A provisional booking may be made provided it is more than five weeks prior to the event. All such provisional bookings will be held for a period of one week. If they are not then confirmed they will be automatically cancelled. To confirm a booking a non refundable deposit of 30% of the booking fee must be paid, with the balance payable prior to the event. **Single bookings made less than five weeks before the event must be paid for in full at the time of booking.** Bookings may only be made by adults over the age of 21 and the hirer is deemed responsible for ensuring compliance to the conditions of hire.
NB: For any bookings for parties for children between the ages of 12 and 17, one adult must be in constant attendance for every 10 children present.
- 2) **REGULAR OR SERIES BOOKINGS:** Full payment must be made within 14 days of receipt of invoice. The Council reserves the right to charge extra administration costs in the event of non-payment. Any booking cancelled within 2 weeks of the event date will be subject to a charge of 50% of the normal hire cost. Payment may be made by cheque, payable to Storrington & Sullington Parish Council, or by BACS payment (please refer to the Booking Office for further details). Any cash payments should be made in person at the Booking Office.
- 3) **HIRE RATES:** Please refer to the Booking Office for current rates for the hire of premises. The Council reserves the right to review charges periodically. Only pre-booked, confirmed reservations occurring within one month of any price increase, will be charged at the previous rates.
- 4) **ARRIVAL & DEPARTURE:** Each hirer will be provided with a pin code to enter the building and relevant rooms for the period of the hire time. It is the responsibility of the hirer to ensure that all attendees are advised of this code, or to ensure that the main entrance door is monitored to allow entry. Consideration must be given to neighbours and local residents particularly with regard to noise when arriving at or leaving the premises. All rooms and outside areas **including car parks** MUST be cleared by 23:30 at the latest. **Please note that the electronic door activation system will only allow access during the time booked. Hirers may not gain entry earlier than the time booked and must ensure that premises are vacated before the end of the hire time.**
- 5) **END OF HIRE:** The hirer is 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. No goods or equipment brought onto the premises by the hirer may be left at the end of the hire period. **The hirer must ensure that all windows, doors and fire exits are secured. All lights, air conditioning/heating units and any electrical appliances are switched off. No-one is left on the premises (check toilets), and that the outer door is securely locked before leaving.** In the event of alarm activation caused by hirer negligence, a maximum call out charge of £104 plus VAT will be charged to the hirer. This cost reflects the charge made by the security monitoring company and is subject to change.
- 6) **PAYMENT / DAMAGE BONDS:** A Damage bond will be required prior to any bookings for parties, to be retained as compensation for loss of revenue in the event of any damage to the premises or hired equipment. Damage bonds are payable in cash and may be returned to the hirer 48 hours after the event has taken place, provided that the conditions of hire have been adhered to, excessive cleaning of the hall is not required and no damage to property has been caused.
- 7) **DECORATIONS:** The use of helium balloons is **NOT** permitted in any of the rooms. No decorations may be attached to the premises which may damage or deface surfaces. All decorations must be removed at the end of the event and necessary cleaning must be undertaken to restore the premises to their pre-hire condition. A charge will be made to rectify any problem or to clean the premises if necessary.
- 8) **USE OF PREMISES:** Only the actual rooms hired may be entered, along with toilet facilities. There is no right of access before or after the stated times of hire. Kitchen facilities are provided on a communal basis and each hirer is responsible for cleaning the facilities after use. The Council does not provide catering services.
- 9) **ELECTRICAL EQUIPMENT:** No equipment using electricity, gas or oil, which will be plugged into the Council's electricity supply may be brought into the building and used unless the equipment has a current appropriate safety test certificate and the written authority of the Council has been obtained. This does not apply to battery operated cassette and CD players.
- 10) **TABLES AND CHAIRS:** Tables and chairs are provided for users to arrange as they wish in the room(s) hired. At the end of the hire period they must be returned to their original location. Any special requirements should be discussed at the time of booking.
- 11) **CANCELLATION OF HIRE:** The Council reserves the right to cancel a hire agreement without notice if it believes that the conditions of hire have been breached.
- 12) **ENTERTAINMENT LICENCE:** The Council currently holds entertainment licences for the premises, which permit live singing, dancing, live music and other similar entertainment until 23:00.
- 13) **LIQUOR LICENCE:** A liquor licence, as deemed by the Licensing Act 2003, is held at the Council and a letter authorising the supply of alcohol at an event must be signed by the hirer prior to the event. Alcohol may not be provided after 23:00.
- 14) **INSURANCE:** The premises are insured in respect to third party risk of injury to persons or property. The hirer shall indemnify Storrington & Sullington Parish Council against all claims in respect of the following:- Bodily injury or illness to third parties and damage to third parties' property, damage to the premises and loss of and/or damage to the contents of the premises caused by, or arising out of or being incidental to, the hirer's use of the premises.
- 15) **EMERGENCY PROCEDURES:** Fire exits must be kept free from obstruction at all times.
If you discover a fire: Immediately operate the nearest fire alarm call point. Leave the building. Call the Fire Service – dial 999. Proceed to the assembly point as directed on the Fire Evacuation Procedures notice displayed on the premises.
If you hear the fire alarm: Immediately leave the building. Proceed to the assembly point as directed on the Fire Evacuation Procedures notice displayed on the premises.

Smoking is not permitted anywhere, at any time, on Council premises, including the immediate environs of the Parish Hall, Football and Cricket Pavilions, car parks and walkways.

I agree to the terms and conditions of hire for and on behalf of:

Signed:

Dated: