

## **Westmeston Parish Hall Terms and Conditions of Hire**

In these Terms and Conditions the following words and phrases have the following meanings:

'Hirer'	An individual or organisation or its authorised representative.
'Premises'	Shall mean all or part of Westmeston Parish Hall, its car park and grounds.

1. All bookings shall be made using the standard form available from the Manager: Paul Charman, 3 Glebe Cottages, Lewes Road, Westmeston BN6 8RH. Telephone: 01273 844 743, email [pec.glebe@tiscali.co.uk](mailto:pec.glebe@tiscali.co.uk)
2. The Parish Hall is available for hire at the following times:  
    Sunday to Thursday 8am to 10:30pm  
    Friday & Saturday 8am to midnight.  
Bookings will state the start and finish time inclusive of time required for setting up and clearing away.
3. The full amount for the booking MUST be paid in full when the keys are collected from the Manager. Bookings made and not cancelled will be subject to full payment. Wedding package must be paid in full no later than 7 days prior to the booking.
4. Wedding package/weekend hiring: A deposit of £300 to be submitted with the application form. Friday / Saturday evening or Saturday / Sunday parties will be subject to a £100 deposit. The deposit will be refunded in full after the event providing that no damage has occurred to the Premises. The Hirer must notify the Manager of any damage to the Premises or faulty/damaged equipment.
5. A charge will be deducted from the deposit should any heaters or lights be left on anywhere in the building.
6. The Premises must be left in a clean and tidy condition.
7. The keys MUST be returned to the Manager, as above, at the end of each day / or at the end of the event.
8. Cancellations must be made in writing / email to the Manager allowing for 14 days or more. Deposits are non-returnable and a charge of 50% of the total hire fee will be made if cancellations are made less than 14 days prior to the date of the event. (Subject to the discretion of the Manager)
9. Our terms of hiring do not permit use of the Premises for commercial purpose but would not ordinarily preclude The Hirer from using commercial services for an event. The Hirer is advised to satisfy themselves that the provider of services has suitable insurance cover. For example; Caterers, Disco operators, Entertainers.
10. The Parish Hall is insured for Public Liability (see our website for details)
11. Fireworks, Chinese Lanterns, Glow Lanterns, Candles or any items involving a naked flame are NOT permitted. Helium filled balloons are not permitted for release both inside and outside the building.
12. The Hirer shall comply with any request made by the management to ensure noise during their use of the Premises does not cause a nuisance to local residents. No noise is permitted outside (other than cars leaving) after 11.00pm.
13. Doors and windows shall be kept closed (except for access to and from the Premises) during events involving loud music. All music / loud noise shall cease at 11.00pm. The Premises must be vacated and the gates locked by 12.00am.
14. The Hirer shall regularly monitor noise levels emanating from the Premises during events. The Hirer shall not use the Premises or permit them to be used in such a manner as to cause nuisance, damage, disturbance, inconvenience and annoyance to the owners of adjacent properties.
15. The Hirer shall be responsible for all persons using the grounds of the Premises during events and will ensure that all persons adhere to condition 12 above.
16. The Hirer may serve alcohol but not sell alcohol at an event unless a license is obtained from Lewes District Council. No other additional license is required. No alcohol to be served to underage person/s.
17. No bookings will be accepted from Hirers less than 21 years of age
18. The Hirer will observe and comply with fire safety notices on the Premises.
19. The Hirer is responsible for nominating a responsible person as Fire Marshall.
  - a) The Fire Marshall must ensure all persons within the group are aware of the fire assembly points and how to exit the building in the event of an emergency.
  - b) It is the Fire Marshall's responsibility to phone the emergency services and co-ordinate the evacuation of the building.
  - c) The Fire Marshall must be in possession of a mobile phone in case the landline is not working.
20. The Hirer must have in place a Child Protection/Safeguarding policy for organised events and activities for children.
21. Children must be supervised at all times whilst on the Premises.
22. The Hirer must provide Public Liability Insurance for Bouncy Castles & other items / equipment involving physical and/or hazardous activities. A copy of the Public Liability Insurance must be emailed to the Manager before the event.
23. Any electrical equipment which The Hirer brings onto the Premises must be PAT tested. The Hirer shall be responsible for any loss or damage to said equipment.
24. The Hirer will, in the event of an accident anywhere on the premises, record the details in the Accident Record Book located on top of the refrigerator.
25. Smoking is NOT permitted anywhere on the Premises.

26. Please note that any long term block bookings are subject to regular review by the Manager.
27. No animals, other than guide dogs, hearing dogs and other assistance dogs, are allowed on the Premises unless by prior arrangement with the Manager.
28. No cars to be left in the car park except with permission from the Manager.
29. The Manager reserves the right not to accept any booking.
30. The Manager reserves the right to cancel a booking in certain circumstances for example should the Premises be damaged so as to render them unfit for hire. Hirers are advised to take out insurance to cover themselves in case of this occurring.
31. These Terms and Conditions are subject to any statutory or other regulations and restrictions that Westmeston Parish Hall Trustees are required to impose.

May 2021