

# BEEDING & BRAMBER VILLAGE HALL

Registered Charity No. 305435

Hall Address:  
High Street  
Upper Beeding  
West Sussex  
BN44 3HR  
Tel: 01903 814856

Booking Secretary:  
Mrs Julie Bakter  
5 Pound Lane  
Upper Beeding  
West Sussex  
BN44 3JF  
Tel: 01903 816790

Dear Hirer

The Committee of Upper Beeding and Bramber Village Hall would like to welcome you to our Hall. It is maintained as a Charity and managed and cared for by a loyal team of volunteers. We hope you enjoy using the Hall, of which we are justifiably proud.

Attached are the Hire Agreement for completion by the person in charge of the booking, a copy of the Conditions of Hire, which include Fire Precautions and Fire Drill and the invoice detailing the hire charges and a returnable deposit. Please read the Conditions of Hire thoroughly.

## ***FOR THE BOOKING TO BE CONFIRMED YOU SHOULD RETURN TO THE BOOKING SECRETARY:-***

***1. the copy invoice with the total amount due, both rental and deposit. Cheques should be payable to Beeding & Bramber Village Hall. Please note all deposit cheques will be banked.***

***2. the Hire Agreement completed. (This ensures the return of your deposit).***

The details in the Hire Agreement need to be approved by the Management Committee of the hall. The Agreement is then diarised so that the return of the deposit can be made after the event.

## **PLEASE BE AWARE:-**

- that someone must be at the hall to receive the key at your stated start time
- the Caretaker will lock the premises 15 minutes after your stated end time. If anyone is still on the premises so that this cannot be carried out, a charge at double normal rates will be deducted from your deposit.
- **Our Licence only permits the hall's occupation until 12midnight Monday to Saturday.**
- If the hall is not **vacated** by 12 midnight the full deposit will be retained
- Permitted hiring hours on Sunday are 11am until 6pm
- time must be set aside to clean the hall and return everything to its original position and condition before your stated end time, **or**
- you must have pre-arranged to carry out the cleaning the following day, which will incur additional charges.
- the person in charge of the booking must make themselves aware of the Fire Drill and Safety Precautions.
- from 1 July 2007 the hall adopted a NO SMOKING policy. The Hall and its porch are designated NO SMOKING areas.

**SEE CONDITIONS OF HIRE FOR FULL DETAILS OF THE FOREGOING**

If there are any comments that you would like to make about the Hall or if you experience any problems regarding use of the Hall, we would like to hear them. Any concerns or comments should be put in writing and either left with the Caretaker before leaving or sent to the BOOKING SECRETARY.

Yours sincerely

Mrs Jean Armour-Milne

Hon Secretary

On behalf of the Council of Management

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## HIRE APPLICATION

Person in charge of the event for which the possible booking is made:

Name.....

Address (incl post code).....

..... Tel: .....

Reason for requiring use of the Hall.....

Do you intend to have a bar or to serve alcohol? **YES/NO**. Will the bar/alcohol be **FREE/FOR SALE**. If alcohol is for sale you will need a Temporary Event Notice (TEN) see Conditions of Hire. If you are using a Licensee please give details:-

Name, Address, Telephone Number.....

.....

Do you intend to have music? .....If so, Live or Disco.....

Name, Address, Telephone Number of Group/Band or outside Disco.....

.....

Do you intend to use an outside Caterer? YES/NO. If YES please give details:

Name, Address, Telephone Number.....

.....

DATE OF USE.....TIME OF USE (from/to).....

**I have read and agree to comply with the Conditions of Hire as stated. If applicable, a copy of the Temporary Event Notice enclosed.**

Signature.....Date.....

(To be signed by the person in charge of the event)

**Please note that this information needs to be verified by our Management Committee to ensure that the Hall's License is not contravened.**

**NO EVENT MAY CONTINUE PAST 12 MIDNIGHT. SHOULD THIS OCCUR THE DEPOSIT WILL BE FORFEITED.**

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## STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary should be consulted immediately.

**THE HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The Hirer must be at least 21 years of age.

### **SUPERVISION OF THE HALL**

The Hirer will, during the period of the hiring, be responsible for supervision of the premises and grounds, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity. 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.

The Hirer shall ensure that the minimum of noise is made on arrival and departure, thereby showing thoughtfulness for people living in the immediate vicinity of the Hall and passers-by. Noise during any event should be kept in check so that persons in the neighbourhood are not unreasonably disturbed. Any queues outside the hall must be controlled. Activities for children must be monitored by responsible adults.

### **BOOKING THE HALL**

The Hire Agreement should be completed by the Hirer and submitted together with the required payment to the Booking Secretary. Cheques should be made payable to Beeding & Bramber Village Hall. Return of the Hire Agreement and copy invoice, together with the hire fee and refundable deposit, which will be banked upon receipt, **WILL CONFIRM THE BOOKING. Bookings (including deposit) must be paid in full 28 days in advance.** The return of the hire agreement signed by the Hirer will confirm that they understand and agree to comply with these Conditions of Hire.

The deposit will be returned within 28 days of the event being held, provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

Should the Hirer wish to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee. Cancellation of bookings may be made up to 28 days prior to the booked date without charge. Otherwise the Hall and/or rooms booked but not used and not cancelled will be charged at full rate(s).

The Village Hall Management reserve the right to cancel a booking and return the money paid. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever, save the return of any deposit.

### **USE OF THE HALL**

The Hirer shall not use the premises for any purpose other than that described in the Hire Agreement and shall not sub-let or allow the premises to be used for any unlawful purpose or in any unlawful way or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without permission.

The Premises will be opened 15 minutes before the hire starting time. The Hirer or their representative must be available at the starting time stated on the Hire Agreement to receive the key. The Premises will be closed and alarmed by the Caretaker 15 minutes after the completion of the booked hire period and the Hirer or their representative must be available to return the key to the Caretaker. The Hirer should ensure that the starting and finishing times detailed on the Hire Agreement are strictly observed. **IF THE FINISHING TIME IS EXCEEDED ADDITIONAL RENT WILL BE CHARGED AT DOUBLE RATES. IF THE HALL IS NOT VACATED BY 12MIDNIGHT IN CONTRAVENTION OF OUR LICENCE, THE WHOLE DEPOSIT WILL BE FORFEITED.**

Heating of the hall can be adjusted using the thermostats in the main hall and back rooms.

The hall and porch are both NO SMOKING areas.

Only the rooms booked on the Hire Form may be used by the Hirer. If, for any reason, additional rooms are required subsequent to the original booking this must be advised to the Booking Secretary and additional charges will be due.

The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property or to the contents of the building which occurs during the period of the hiring as a result of the hiring. **Nothing should be stuck to the walls of the Hall and rooms.**

### **USE OF THE KITCHENS**

When the kitchens are booked, the Hirer may use the facilities including, urns and refrigerator. There is a charge for the use of the cooker. When the letting has finished everything must be left as found.

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

### **CLEANING OF THE PREMISES**

We try to ensure that the premises are in a clean and tidy condition ready for your use.

At the end of the hire period, the Hirer shall be responsible for leaving the Premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, **OTHERWISE THE COMMITTEE SHALL BE AT LIBERTY TO MAKE AN ADDITIONAL CHARGE.**

If the Hirer wishes to arrange for the cleaning of the hall after the event, this must be pre-arranged with the Booking Secretary, who will confirm whether the hall is free the day following the hire. The Hirer should be aware that an additional charge will be made for this extra time; hire charges on a Sunday incur an extra 20% fee.

Otherwise time must be set aside before the end of the hiring period to arrange for the clearing up. Mops and brooms, dustpan and brushes are available for use. Two sturdy plastic bags will be available for refuse. **Not more than two sacks of rubbish may be left on the premises at any time. ANY MORE RUBBISH THAN THAT SHOULD BE TAKEN AWAY.** The rubbish sacks that are used need to be left in or beside the outside dustbins. If in doubt, please check with the Caretaker before leaving.

ALL GLASS BOTTLES must be removed from the premises. (The Hall has a blue top recycling bin for clean paper, cardboard and glass bottles)

Chairs and tables must be cleaned and returned to their storage places by the Hirer by the completion of the hiring time.

### **HEALTH & SAFETY AND FIRE PRECAUTIONS/DRILL**

The Hirer shall be responsible for the security and safety of the hall during the booked period. The Hirer shall be designated **“the person in charge of the hall or function”** unless they specifically arrange for someone else to undertake this role. The person in charge must be acquainted with the user's responsibilities relating to health & safety and with fire precautions and fire drill.

A copy of the hall's **HEALTH & SAFETY POLICY and FIRE PRECAUTIONS AND FIRE DRILL** is attached and must be read carefully. In addition the hall's Health and Safety folder is accessible in the large kitchen.

### **MUSIC**

LIVE OR DISCO MUSIC should not continue after 11.30pm Monday through Saturday and 6.00pm on Sundays, in consideration for local residents. The hall does not have a licence with the Performing Rights Society for the performance of copyright music. A licence is required if you are putting on a public performance but **not** if it is for a private party.

## **ALCOHOLIC BEVERAGES**

The Licensing Act 2003 became law with effect from 24th November 2005 and after this date the regulations relating to alcohol at the Hall changed. If you are giving away alcohol as part of your event i.e. all alcohol is free of charge, you do not need a licence, but the general guidelines below are applicable. If alcohol is being sold you will require a Temporary Event Notice (TEN) from Horsham District Council.

**General Guidelines.** The bar will be situated only in the Main Kitchen facing the Main Hall. The bar must be closed at 11.00pm precisely (unless the TEN includes an extension). There must be no drinking of alcohol after 11.00pm. No under-age drinking is allowed. Alcohol must not be taken out and consumed outside the hall.

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18.

No illegal drugs may be brought onto the premises.

**Sale of Alcohol.** TENs must be applied for from Horsham District Council, Public Health and Licensing Department, telephone number 01403 215578 to ask for an application form. The form can be downloaded from their website [www.horsham.gov.uk-Files-ten\\_form.pdf](http://www.horsham.gov.uk-Files-ten_form.pdf). Two copies of the form should be completed and returned to Horsham with the relevant fee, currently £21, at least ten days before the event is planned to take place. An additional copy of the form must be sent to: Chief Inspector, Horsham Police Station, Hurst Road, Horsham, West Sussex RH12 2DJ. **There is a limit to the number of TENs the hall is allowed each year.** Please check with the Booking Secretary to ensure that an application is still available.

**The Hall must have a copy of any TEN s license.**

If you are using a local public house to manage your event, they may be willing to make the application on your behalf. The name of the Licensee which is given on the Hire Form must be acceptable to the Village Hall Management Committee. The Booking Secretary will be able to advise on local Publicans who will manage this application.