



OVING JUBILEE HALL
HIGH STREET OVING CHICHESTER PO20 2DQ
Registered Charity No 1077213

STANDARD CONDITIONS OF HIRE

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

For the purposes of these conditions the term HIRER shall mean an individual hirer or where the hirer is an organisation, the authorised representative.

We are a registered charity and we are primarily a do-it-yourself venue. This helps to keep the costs down. Therefore whilst we have chairs, tables, a fitted kitchen, limited crockery and can offer a cleaning package, the hirer makes their own arrangements to lay out, cater for and clear up after their event.

The HIRER shall:

- Be responsible for supervision of the premises. This includes the care, safety of and prevention of damage however slight to the fabric and the contents; the behaviour of all persons using the premises, in whatever capacity, including proper supervision of car parking arrangements in order to avoid any obstruction to the highway. To allow access for emergency vehicles if required.
- Not use the premises for any purpose other than that described in the hiring 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 nor do anything or bring onto the premises anything which might endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol without appropriate licences.
- Be responsible for obtaining licences as may be needed whether for the sale or supply of intoxicating liquor or any event requiring a licence. Information on acquiring these can be obtained from the Bookings Secretary or the Jubilee Hall Management Committee.
- Ensure that nothing is done on, or in relation to the premises, in contravention of the law relating to gaming, betting and lotteries.
- Comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates' Court or otherwise particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.
- Be aware of and adhere to the Health & Safety policy which appends this document.
- When preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
- Ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner and should meet Portable Appliance Test (PAT) requirements.
- Be liable to pay Oving Jubilee Hall for any damage done to any part of the property including the contents of the building which occur during the period of the hiring by the user group.

- **Ensure that NO animals (including birds) except assistance dogs are brought into the hall, other than for special event/hiring agreed to by the Committee.**

NO animals whatsoever are to enter the kitchen.

- Ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.
- Not carry out, nor permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall and shall pay the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
- If selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

The COMMITTEE reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election in which case the Hirer shall be entitled to a refund of any deposit already paid.

UNFIT FOR USE

In the event of the hall or any part thereof being rendered unfit for use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

REFUSAL OF BOOKING

The Committee reserves the right to refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving seven days notice in writing to the hirer.

The HIRER shall be entitled upon such notice to reimbursement of such monies, including the deposit or a proportion of the same as has been paid by the hirer to the Committee.

THE HIRER is required to:

Ensure that a responsible person is on site throughout the entire period of hire of the building including supervision of all deliveries and service needs for the event.

❖ **Ensure that all insurance limitations are adhered to in that the following are NOT PERMITTED:**

- **Fireworks neither indoor nor in the grounds of the village hall.**
- **Smoke/haze machines.**
- **Naked flames eg. lighted candles.**
-

❖ **To avoid damage to the fabric of our Hall, the following are NOT PERMITTED:**

- **BlueTac, Sellotape, Masking tape must not be used on the walls, woodwork and floors. Drawing pins must not be used in the woodwork.**
- **Hay Bales**

❖ **Ensure that the building is not left unattended at any time.**

❖ **Ensure that all areas are left clean and tidy and that:**

- Tables need to have their surfaces wiped and be stacked neatly and safely in the store provided.
- Chairs are cleaned and stacked neatly in piles of 6, safely in the store. Chairs and tables should not be dragged across the floor, please use the trolley provided.
- Floors are swept, carpets vacuumed and any dirt and spillages are cleaned and mopped up.

- Toilets and washbasins are checked and left clean with taps turned off.
- Ensure all rubbish is bagged and disposed of in accordance with instructions ie general rubbish **in bags** in **green** bin outside kitchen door; **recycling unbagged** in **red** bin outside kitchen door.
- Ensure all windows and doors are left secure and lights are switched off at the end of hire. It is a Condition of Hire that an additional charge of £100 per hour or part hour will be charged if the Hall is not secured by the agreed close of hire period.
- Ensure minimum of noise on arrival and departure.
- Ensure that booking times have allowed for setting up and clearing up.
- Ensure that any outside caterers you use clean up after they have finished.

COMMUNITY WARDENS

Please note that there is an active Community Wardens office at the rear of the hall. You may see the wardens from time to time. They will do their best to keep a low profile and not disturb you.

WI-FI

WI-FI is available and must be pre booked before your event. It is limited and cannot be used to 'stream' music.

ALL HIRERS PLEASE NOTE THAT THE BUILDING IS A NO SMOKING AREA. PLEASE ENSURE THAT SMOKING IS ONLY ALLOWED IN THE TWO DESIGNATED AREAS OUTSIDE THE BUILDING. ASHBINS ARE PROVIDED IN THESE AREAS. 2 AT THE FRONT OF THE HALL PATIO AND 2 AT THE REAR PATIO.