

Lower Beeding Association

(Charity No. 267433)

Lower Beeding Village Hall: Leechpond Hill: Lower Beeding: West Sussex RH13 6NR

TERMS OF HIRING

- (1) The hirer must be over 21 years of age, **must be present and in charge of any group using the premises**, and ensure that all **terms of hiring** are observed. First of all, **NO stiletto heeled shoes are allowed as they could damage the dance floor.**
- (2) **Maximum numbers:** Up to 80 **people** are allowed in the village hall.
- (3) **Parking:** We have a very large car parking area. The Police have ordered that no vehicles are to be parked on Leechpond Hill, the main road in front of the hall.
- (4) **Bar** A manned bar facility may be available. This will be provided strictly by approved appointees of the Lower Beeding Association only. No alcoholic drinks may be sold on the premises except those sold over the licensed Lower Beeding Association Bar. Where the Lower Beeding Association is unable to provide a manned bar facility, any functions requiring a bar facility shall be responsible for obtaining their own Temporary Events Notice (TEN) from the Licensing Authority (Horsham District Council) and ensuring that this is in place prior to the event taking place.
- (5) **Fire Exits:** All fire exits must remain **free of obstruction** even when the premises are in use. Fire appliances are not to be tampered with.

In the case of a fire, the hirer must

- (a) Call the Emergency Services on 999
- (b) Arrange for the fire bells to be sounded
- (c) Ensure all present leave as quickly and safely as possible by the nearest exit
- (d) Do not attempt to fight the fire with extinguishers unless trained to do so
- (e) Muster all persons in the **REAR CAR PARK area.**
Do not allow anyone to be in the Front Car Park so as to ensure safe and speedy access

by the Emergency Services. Please ensure that nobody re-enters the building to recover property until the Emergency Services say it is safe to do so.

- (6) **Decorations:** No decorations or posters etc should be affixed directly to the walls, ceiling or woodwork, neither should any Sellotape be used as it marks the surfaces. There is a long picture rail and lots of cup hooks installed around the Hall from which balloons, banners and other decorations can be attached.
- (7) **Noise** is to be kept to a low level during the use of these premises and no nuisance or disturbance is to be caused to the neighbours or their properties.
- (8) **Cleaning of premises after hiring:**
 - (a) The premises must be left in a clean and tidy condition with all waste bins emptied and tied up sacks of rubbish put in the large wheelie bin located in the car park next to the end wall of the village hall. **Please thoroughly clean all table tops before putting them back on the tables trolley.**
 - (b) As you will see, we have a beautiful Harlequin fully sprung dance floor. Please note that if any scuff marks or spills occur in the **Main Hall** they should be removed immediately by using lightly damp kitchen paper or a J-cloth. Please do not use a wet mop! A damp mop can be used if spills occur elsewhere in the Village Hall.
- (9) **Damage:** The Hirer accepts responsibility for making good any damage or loss incurred during the

period of hiring and agrees to reimburse the Lower Beeding Association for same and/or for engaging a cleaner if the village hall has been left in an unacceptable condition for the next hirer.

- (10) **Locking up:** On leaving the premises, the Hirer must ensure that all lights are switched off and all windows and doors are securely fastened.

The keys to the hall should be returned direct to the Bookings Secretary, or as instructed.

The FIRE EXIT doors can be opened from inside the building but access cannot be gained from the outside. Please ensure that these doors are properly closed so that entry cannot be gained from the outside once you have completed your hiring.

- (11) **Insurance:** Hirers are advised that the Lower Beeding Association's Public Liability insurance cover is for 5 million pounds and **does not cover** any liability arising from the actions of the Hirer or their invitees. If an event includes use of the sports field, or the Hirer arranges for a bouncy castle or a BBQ to be used at their event, **the Hirer must arrange their own liability insurance.**
- (12) In the event of an **EMERGENCY** please 'phone the Emergency Services on **999** requesting help at

**Lower Beeding Village Hall,
Leechpond Hill
Lower Beeding
West Sussex
RH13 6NR**

**Village hall is on the B2110
What3Words: ///lions.silence.alerting**

- (13) **Safeguarding:** the hirer agrees to comply with all relevant legislation and guidance relating to the safeguarding of children, young people, and vulnerable adults during the hire of the Village Hall premises.
- a) **Measures:** The hirer is responsible for ensuring that appropriate safeguarding measures are in place for any activities involving children, young people, or vulnerable adults. This includes ensuring that all staff, volunteers, and participants are aware of and adhere to safeguarding responsibilities.
 - b) **Disclosure and Barring Service (DBS) Checks:** Where the activity involves children, young people, or vulnerable adults, the hirer is responsible for ensuring that all staff and volunteers who will have direct contact with these groups have undergone appropriate checks through the Disclosure and Barring Service (DBS).
 - c) **Reporting Concerns:** The hirer must immediately report any safeguarding concerns or allegations of abuse or harm relating to children, young people, or vulnerable adults to the relevant authorities, and inform the Village Hall management of any such incidents.
 - d) **Supervision and Safety:** The hirer must ensure that adequate supervision and safety measures are in place during the hire period to safeguard the welfare of all attendees. This includes ensuring proper ratios of supervisors to participants for any activities involving children or vulnerable adults.
 - e) **Liability:** The Lower Beeding Association accepts no responsibility for the safeguarding of individuals during the period of hire. The hirer shall take full responsibility for ensuring compliance with safeguarding obligations.