



TERMS AND CONDITIONS OF HIRING

This Agreement sets out the terms and conditions under which **Lower Beeding Association** (“**LBA**”) permits the hire of **Lower Beeding Village Hall** (“**the Hall**”) by the person or organisation making the booking (“**the Hirer**”).

1. Definitions and Interpretation

- 1.1 The Hall means Lower Beeding Village Hall, Leechpond Hill, Lower Beeding, West Sussex RH13 6NR, including associated facilities as agreed at the time of booking.
- 1.2 Hire Period **means the agreed period for the booking and includes all time required for setting up** and clearing away.
- 1.3 **LBA** means the Lower Beeding Association, Registered Charity No. 267433
- 1.4 **Booking Secretary** means the person authorised by the LBA to administer bookings.

2. Capacity and Permitted Use

- 2.1 The maximum permitted capacity of the Hall is **80 persons**. This must not be exceeded at any time.
- 2.2 The Hirer must be **over 21 years of age**, must be present throughout the Hire Period, and is responsible for ensuring compliance with this Agreement.
- 2.3 The Hall may only be used for the purpose stated at the time of booking.
- 2.4 Sub-letting, assignment, or transfer of the booking is not permitted without the prior written consent of the LBA.

3. Hire Charges, Deposits and Payment

- 3.1 Hire charges, any refundable security deposit, and payment deadlines will be confirmed at the time of booking.
- 3.2 Full payment must be received by the LBA prior to the Hire Period unless otherwise agreed in writing.
- 3.3 The LBA reserves the right to retain all or part of any security deposit to cover damage, loss, additional cleaning, or breach of these terms.

4. Cancellation

- 4.1 If the Hirer cancels the booking:
 - More than 28 days before the Hire Period: any hire fee paid will be refunded, less a £25 administration fee if applicable.
 - Between 14 and 28 days: up to 50% of the hire fee may be payable.
 - Less than 14 days: the full hire fee may be payable.
- 4.2 The LBA reserves the right to cancel a booking due to circumstances beyond its reasonable control (including safety concerns or force majeure). In such cases, any hire fee paid will be refunded and no further liability shall arise.

5. Health, Safety and Fire Regulations

- 5.1 The Hirer shall:
 - Familiarise themselves with fire exits, fire-fighting equipment, and emergency procedures.
 - Keep all exits, corridors, and access routes clear at all times.
 - Ensure all electrical equipment brought into the Hall is safe and suitably tested.
 - Not use hazardous substances, naked flames, fireworks, smoke machines, or similar equipment without prior written consent.
 - Report any accident, incident, or near-miss to the LBA within 24 hours.



5.2 In the event of fire, the Hirer must:

- Call the Emergency Services on **999**.
- Sound the fire alarm.
- Ensure all persons leave the building by the nearest safe exit.
- Not attempt to fight the fire unless trained to do so.
- Assemble all persons in the **Rear Car Park**.
- Ensure access to the Front Car Park is clear for Emergency Services.
- Ensure no one re-enters the building until authorised by the Emergency Services.

5.3 The LBA reserves the right to enter the Hall at any time to ensure compliance with health and safety requirements.

6. Risk Assessments and First Aid

6.1 The Hirer is responsible for carrying out a suitable and sufficient risk assessment for their activity and must provide this to the LBA on request.

6.2 The Hirer is responsible for ensuring appropriate first aid provision during the Hire Period.

7. Licensing, Alcohol and Food

7.1 A manned bar facility may be available by prior arrangement and will be operated only by approved appointees of the LBA.

7.2 No alcohol may be sold on the premises except through the LBA bar.

7.3 Where the LBA cannot provide a bar facility, the Hirer is responsible for obtaining any required Temporary Events Notice (TEN) from Horsham District Council.

7.4 The Hirer must comply with all food safety and hygiene legislation and is responsible for allergen management.

8. Noise, Nuisance and Conduct

8.1 Noise levels must be kept within reasonable limits and must not cause nuisance to neighbouring properties.

8.2 All music and amplified sound must cease by 11:00pm, or any earlier time specified by the LBA.

8.3 The Hirer is responsible for the orderly conduct of all attendees and for ensuring that guests leave the premises quietly.

9. Access, Keys and Security

9.1 Access arrangements will be confirmed by the Booking Secretary.

9.2 Keys or access codes must not be copied, shared, or provided to unauthorised persons.

9.3 At the end of the Hire Period the Hirer must:

- Secure all doors and windows.
- Switch off lights, heating, and appliances.
- Return keys as instructed.

9.4 Fire exit doors must be fully closed to prevent unauthorised external access.

10. Cleaning, Damage and Condition

10.1 The Hirer must leave the Hall, furniture, equipment, and external areas clean and tidy.

10.2 All rubbish and recycling must be removed and placed in the designated bins.

10.3 Tables must be cleaned and returned to the table trolley.

10.4 The Hall is fitted with a Harlequin fully sprung dance floor. Spills or marks must be cleaned immediately using a lightly damp cloth. Wet mops must not be used on the dance floor.



- 10.5 Stiletto-heeled shoes must not be worn on the dance floor.
- 10.6 Any damage or defect must be reported immediately. The Hirer is responsible for the full cost of repair and/or additional cleaning.

11. Decorations

- 11.1 Decorations must not be affixed directly to walls, ceilings, or woodwork.
- 11.2 The picture rail and installed hooks must be used for decorations.

12. Insurance and Indemnity

- 12.1 The LBA holds public liability insurance of £5 million, which does not cover liabilities arising from the Hirer's activities.
- 12.2 The Hirer must arrange their own insurance where required, including for use of the sports field, bouncy castles, or barbecues.
- 12.3 The Hirer indemnifies the LBA against all claims, losses, damages, and costs arising from the hire, except where caused by the LBA's negligence.
- 12.4 The Hirer will be liable for any insurance policy excess in the event of a claim.

13. Parking

- 13.1 A large car park is available.
- 13.2 No vehicles may be parked on Leechpond Hill, **in accordance with Police instructions.**

14. Safeguarding

- 14.1 The Hirer must comply with all safeguarding legislation and guidance relating to children, young people, and vulnerable adults.
- 14.2 The Hirer is responsible for ensuring appropriate supervision, DBS checks where required, and safeguarding procedures.
- 14.3 Any safeguarding concerns must be reported immediately to the relevant authorities and to the LBA.
- 14.4 The LBA accepts no responsibility for safeguarding during the Hire Period.

15. Lost Property

- 15.1 Items left behind will be retained for a reasonable period. The LBA accepts no responsibility for loss or damage.

16. Force Majeure

Neither party shall be liable for failure to perform obligations due to events beyond their reasonable control.

17. Governing Law

This Agreement shall be governed by and construed in accordance with the law of **England and Wales.**

18. Acceptance of Terms

- 18.1 No signature is required.
- 18.2 By confirming a booking and/or making any payment, the Hirer accepts these Terms and Conditions.



Lower Beeding Association (Charity No. 267433)
Lower Beeding Village Hall, Leechpond Hill, Lower Beeding. RH13 6NR

Emergency Information

In an emergency, call **999** and request assistance at:

Lower Beeding Village Hall

Leechpond Hill

Lower Beeding

West Sussex RH13 6NR

(B2110)

What3Words: ///lions.silence.alerting

Lower Beeding Association

Registered Charity No. 267433

Lower Beeding Village Hall, Leechpond Hill, Lower Beeding, RH13 6NR

WiFi: LBA_Guest (no password required)