

## CONDITIONS OF HIRE

### 1. Standard Conditions of Hire

- All applications for the hire of the Hall are to be made in writing and signed by a responsible person. If a booking is cancelled after confirmation, the Hirer may be held responsible for a payment of £10.00. This will be refunded if an equivalent hiring is subsequently made to another hirer for the same day. St James' Trust (Seaford) reserves the right to refuse a booking without explanation or to ask for a deposit at their sole discretion.
- If applicable, the Hirer is to make arrangements with reception for the collection and return of the Hall keys. At the discretion of St James' Trust (Seaford) a key deposit may be required.
- The Hirer is to ensure that the premises are to be used only for the purposes set out in the application. There is to be no subletting.
- Hall Hirers must finish **ON TIME** as the hall may be let for a later session. Failure to comply may incur charges for extra time. If you are booked until 4pm, that is vacate time, not the finish up and chat time. Other people could be waiting.
- St James' Trust (Seaford) shall be under no liability in any respect, for the damage, theft or loss of any equipment or personal belongings brought on to the premises by the Hirer or any person enjoying the use of the premises for the purpose of the booking.
- The Hirer shall be responsible for the insurance cover against any injury or damage caused to, or by the Hirer, his/her helpers, servants, agents, pupils, members or their friends whilst upon St James' Trust (Seaford) premises and to indemnify St James' Trust (Seaford) against claims or demands in respect thereof.
- Evening sessions **MUST FINISH** at 10pm. And the premises be fully cleared and locked up by 10.30pm.

**2. Health & Safety Requirements** - All electrical equipment belonging to the hall are tested annually for electrical safety and displays a certified test sticker. Any electrical equipment brought into the hall for use during a period of hire is used at the hirer's risk. Such equipment, which is used regularly, should be tested by a local electrical supplier to ensure it meets the required safety standard.

### **3. Emergency Procedures - Hirers are to ensure that:**

- They are fully conversant with the fire and evacuation procedures including the location of all alarm call points, emergency exits, escape routes and assembly points; that this information is made known to all members of their group and adequate plans are in place to safely evacuate their group in the event of an emergency.
- They have a relevant risk assessment for the activity they are running and carry adequate insurance.
- Fire exits and escape routes are kept clear at all times.
- The Fire Brigade are called to any outbreak of fire, however slight.

*Please note there is no public telephone on the premises; it is strongly recommended that the Hirer carries a mobile phone for emergency use*

### **4. Use of Premises – The Hirers shall:**

- Not use the premises for any purpose other than that described in the Hiring Agreement.
- Adhere strictly to the agreed hours of hire.
- Use only the facilities agreed to in the hire. Unauthorised use of other rooms will result in an extra hire charge.
- Not make any alterations in the decoration of the premises or affix anything to the walls or the premises without prior consent.
- Be held responsible for the cost of repairing any damage caused to the premises due to their occupation.

**5. Noise** - The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning and that no excessive noise emanates from the premises to the annoyance of people living nearby. **No Loud Music.**

**6. Smoking** - Hirers are reminded that smoking is not permitted anywhere in the premises or in the Car Park.

**7. Intoxicating Liquor** - The halls are not licensed for the sale of intoxicating liquor. It is the responsibility of individual hirers to apply to the licensing authority for Occasional Permission" if intoxicating liquor is to be sold at a function for which a hall has been booked. Enquiries about licensing should be directed to Lewes District Council. **No underage drinking will be tolerated even at private parties. Under 18s must be supervised by adults at all times.**

**8. Car Parking**- Parking spaces cannot be guaranteed. It is the responsibility of the Hirer to ensure that all parking notices and markings are adhered to. Any vehicles parked on the premises are at the owner's own risk. Do not remove cones from parking bays or park in the bay marked for the Bus. All parking is on a First Come First Served basis.

**9. Heating**- Heating or timer controls must not be altered or interfered with in any way. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises.

**10. End of Hire** – Before the premises are vacated, they are to be left in the condition in which they were found:

- Any tables and chairs which have been moved are to be returned to their original position and the floor swept.
- If used, the kitchenette, kitchen surfaces and sink areas to be wiped clean after use. All crockery used is to be returned to its original location.
- Toilets be flushed and basins left clean.
- Hirers must supply their own tea towels, washing up cloths & any refreshments required
- All lights and taps are turned off.
- Bulky rubbish and glass are disposed of by the hirer.
- All windows opened to be closed and locked.

**The Trust reserves the right to cancel any future bookings if a particular hirer does damage, exceeds permitted hours, does not properly supervise under 18s, permits smoking on Trust Property, breaks any of the above terms or in any way brings the name of the Trust into disrepute.**