



STANDARD CONDITIONS OF HIRE

1. Booking is confirmed on receipt of the booking form together with either £25 or £10 deposit to be paid before the event. Money will be refunded if 14 days notice of cancellation is given, otherwise the deposit may be retained.
2. **INSURANCE.** All hirers are required to have public liability insurance cover of £1m. In most cases this will be provided under the Hall's insurance policy with an excess of £250 for which the hirer would be liable. Any instances where this cover cannot be provided will be pointed out by the Booking Secretary before the booking is accepted. The cover does not extend to the use of equipment belonging to the hirer and brought into the Hall. In such cases hirers will be responsible for arranging their own insurance cover. The Hall's cover cannot be extended to any hirings for commercial gain and such hirers must produce a valid certificate of insurance before the hire commences.
3. The committee will not accept responsibility for loss or damage sustained by hirers or users of the premises, and no articles may be left in the Hall without prior arrangements.
4. In determining any questions regarding damage or unauthorised use of the Hall the Committee's decision will be final.
5. The Hall is let by the Session; Morning 9am to 1pm, Afternoon 1pm to 6pm, Evening 6pm to Midnight. Arrangements may be made in advance to extend sessions at an appropriate hourly rate and after midnight at twice such hourly rate.
6. **ACCESS.** From time to time access to the hall is required for maintenance and repairs. Whilst every effort is made not to disturb hirers, occasionally some disturbance is unavoidable.
7. **ALCOHOL.** The Hall has a premises licence for the sale of alcohol, but we do not allow this licence to be used for private functions. If hirers wish to have alcohol sold, then they, or the licensee involved, must have a Temporary Event Notice from Chichester District Council. It is the hirer's responsibility to ensure that this licence is in place and on view at the function, otherwise the bar may be closed down when our representative visits
8. **FOOD.** It is the hirer's responsibility to prepare and serve food in accordance with the General Food & Hygiene Regulations 1995.
9. Hirers undertake to leave the Hall in a suitable state for use by those who follow i.e. in the state in which they would wish to find it. For your guidance the following points must be followed, otherwise some of the deposit will be retained.



- **Hirers must read the Health & Safety and Fire Evacuation requirements. These documents are available on the hall website (www.lavantmemorialhall.org.uk) and are displayed in the hall entrance foyer.**
- Chairs, tables and other equipment must be CLEANED and put away as found
- All floors must be SWEPT AND MOPPED where necessary
- All rubbish must be TAKEN AWAY or put in the wheelie-bins outside the Hall
- Car Park and surrounds must be LEFT CLEAR of paper and litter
- All lights, radiant heaters in the Committee Room, and water heater in the Kitchen must be TURNED OFF. Note: the Storage heaters in the Main Hall remain switched ON at all times
- Electric cooker hobs and ovens must be left TURNED OFF, but the main switch above the cooker should be left ON.
- All windows and doors CHECKED AND SECURED
- Please do not ATTACH decorations to interior walls as this brings the paint off. Please use BLU TACK, on NO ACCOUNT use drawing pins. Please inform the Booking Secretary of any damage caused by your function. Note any damage that was present BEFORE your function. There are ample cleaning cloths and materials, detergents etc. provided by the Hall

Please note that IT IS AGAINST THE LAW TO SMOKE IN THE HALL

10. ACCIDENTS. All accidents must be recorded in the Accident Report forms file located in the kitchen in the drawer below the microwave.

11. PHOTOGRAPHY. Hirers are reminded that they are responsible for complying with Data Protection regulations if they are planning to take photographs during their event that are subsequently published in any form e.g. for publicity. Photos of children must not be used without the written consent of a parent or guardian. Additionally, for some individuals, publicising their location could place them or their families at risk. Consequently hirers are encouraged to comply with the following policy:

- At large events at which publicity photos are to be taken a notice should be posted at the entrance, or an announcement made, providing the opportunity for people to refuse taking part in publicity photographs.
- At small events the consent of individuals (verbal) should be obtained if their image will be clearly identifiable.