



Lockerley and East Dean Memorial Hall

Booking Terms and Conditions

If you would like to book a room please do this via our website at lockerleyvillagehall.org.uk. Please see the website for available rooms, their capacity, up to date rates and how to book.

All booking requests mean you are entered into an agreement to abide by our Terms and Conditions.

Acceptance of bookings is at the absolute discretion of the Hall Management.

Other conditions of use

All terms and conditions apply to the Hirer named on the booking form and any persons given access to the Hall by the Hirer or the Hirer's organisation during the booked session ('Hall users'). The Hirer is responsible for ensuring that these conditions are complied with.

1. The Hirer shall, during the period of hire, be responsible for the supervision of the premises, the fabric and contents, their care, the safety from damage however slight or change of any sort, the behaviour of all persons using the premises whatever their capacity, including the proper supervision of car parking arrangements so as to avoid obstructions of the highway.
2. The Hirer shall ensure the orderly departure of the public particularly making sure that they do not create a nuisance in the neighbourhood of the Hall, including Butts Green.
3. When there is a charge for admission to any function the Hirer shall not sell tickets at the door later than 10pm.
4. No public event may commence before 10am and must end by 12 midnight the same day. The Hall must be vacated and cleaned by 1 am. No event may be held on Sundays, Christmas day or Good Friday, except by prior arrangement with the committee.
5. Smoking is not allowed on the premises and is against the law. Please ensure that all cigarette ends go into the container provided on the wall.
6. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything nor bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
7. The Hirer shall ensure that any equipment hired for an event is separately insured against all risks.
8. The Hirer shall be responsible for obtaining any licence that may be needed for the consumption or sale of alcohol and for the observance of the same and of all other regulations pertaining to the premises stipulated by the Fire Authority, the Local Authority or otherwise. If it is intended that liquor will be sold at an event a photocopy of the licence must be supplied to the Hall Manager before the period of hire commences. The licence must be displayed at the Hall during the event and be ready for inspection by the authorities if requested.
9. The Hirer shall be responsible for ensuring that all parts of the Public Entertainments Licence are fully complied with and shall indemnify the Committee for any fine which may be imposed in the event of any of the regulations being broken. A copy of the Licence Conditions is affixed to the Notice Board in the Main Hall.
10. The Hirer shall indemnify the Committee for the repair of any damage to any part of the property, its contents or surrounding grounds during, or as a result of, the hiring.
11. A refundable deposit related to the class of hire, as set out in the current list of charges, shall be paid by the Hirer at the time of the booking. The deposit confirms the booking. The deposit will be returned within 28 days of the

termination of the period of hire to the Hirer, less the cost of rectification of any damage to the premises or its contents as a result of the hiring, or any charge for cleaning required as result of the hiring. The Hall reserves the right to charge the Hirer for the costs of any damage beyond that covered by the deposit.

12. The fee for the hire shall be payable in full 7 days before the event.

13. The Committee accepts no responsibility for loss or damage to any property of the Hirer or the users of the Hall, or to cars or their contents parked in the Hall Grounds.

14. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, any refund of the deposit is at the discretion of the Committee.

15. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, crockery and utensils washed up and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee will be entitled to make an additional charge to be deducted from the deposit. A wet mop and bucket is available to assist in clearing up after an event.

16. All rubbish is to be removed from the premises. Please use the wheelie bins at the rear of the building. If they are already full please take rubbish home with you.

17. The Hirer shall be responsible for ensuring that the correct number of Attendants, trained in the routine to be followed in case of fire or other emergency, are present, as referred to in the Licence Conditions as follows:

Adult Functions: 2 Attendants

Children and Young People Functions:

1. Up to age 5 : 1 Attendant for every 4 children
2. Ages 6 to 10 : 1 Attendant for every 8 children
3. Ages 11 to 18 : 4 Attendants

18. If the Hirer has any doubt about the action to be followed in the event of a fire, they should contact the Hall Manager at least 48 hours before the event.

19. If food is prepared in the Hall it is the Hirer's responsibility to see that Health and Hygiene regulations are observed.

20. The Hirer will, unless agreed in advance with the Manager, be responsible for unlocking the Hall prior to the function and locking up afterwards, obtaining the key by prior arrangement from and returning it to the Hall Manager to the address noted on the booking form. In the case of any problem a call may be made to 017 94 34 22 86. If the Hirer requires the Manager to unlock or lock up, the Manager must be informed beforehand and an extra charge will be made. For some lettings the Manager may determine to lock up, in which case the Hirer will be informed and an extra charge made.

21. The Fire Doors at the East End of the Hall and in the Annexe should be kept closed at all times except in the case of an emergency.

22. When the Hirer is locking up themselves, are responsible for ensuring that:

1. Electrical equipment and lights are switched off.
2. b) Nothing inflammable is left in the Hall.
3. c) All doors and windows are closed and secured.
4. d) All rubbish is cleared away.

23. The Hirer shall be responsible for ensuring that the maximum number of occupants detailed below is not exceeded and that the following fire regulations are adhered to:

1. That no more than 200 persons occupy the entire Hall at any one time.
2. That no more than 144 persons in a closely seated audience occupy the Main Hall at any one time or 120 persons maximum seated at tables.
3. That no more than 70 persons occupy the Annex alone at any one time.
4. That no more than 30 persons occupy the Reading Room alone at any one time.
5. That both the main entrance and the fire escape doors are left unobstructed at all times.
6. That in a closely seated audience, the chairs shall be linked together in lengths of not fewer than 4 and not more than 12 seats.

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