

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Thank you for your booking.

Please read the locking up procedure, terms of hire, standard hire conditions and complete and return the hire agreement form below. Please keep the terms and conditions for your information.

Please note:

- Invoice payment should be made five days upon receipt of invoice. Payment information will be found on your invoice and payment can be made either by BACS or cheque.
- The Invoice will show the timeslot for your booking, please note that you must have returned the room to its original state and vacated the building by the end of your time slot ready for the next booking. Due to back to back bookings, your deposit may be forfeited if you run over your time slot or the area is left in an unsatisfactory condition.
- Hirers should collect an access key in the week of the booking from the Parish Council Office, which is situated in the foyer of the Village Centre. The office is open Mondays to Fridays from 9:30am to 1:30pm. The key should be returned immediately after the booking. A deposit of £200 is required for parties/discos/dances etc, £50 for smaller daytime events. The deposit is returnable if the building is left in a good condition and cleaners are not required to clear litter/replace furniture. Please see Friday & Saturday night agreement for further information relating to your deposit.
- Use of the kitchen and toilets are included in the letting fee, subject to sharing if necessary.
- Please do not block fire exits with chairs or tables during your booking.
- All rubbish shall either be removed by the hirer, or placed in the waste bins outside the building.
- Rooms should be returned to their original state and all chairs and tables replaced on trolleys.
- The building should be locked, if hiring Court Bushes the alarm must be set.
- Please refer to item 28 of the Standard Conditions of hire document regarding cleanliness.

Address Information:

Hurstpierpoint Village Centre
Trinity Road
Hurstpierpoint
West Sussex
BN6 9UY
Charity No: 305265

Court Bushes Community Hub
Willow Way
Hurstpierpoint
West Sussex
BN6 9TH

Emergency Contact Numbers:

Parish Council office weekdays from 9am-1:30pm	01273 833264
EMERGENCY CONTACT	07497271481

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Hiring Agreement

Hirers should be aware that this is a legal agreement and by signing they are committed to the terms and conditions of this agreement.

Schedule:

Hirer details	
Name of Nominated person in charge	
Organisation/Society/Club name	
Address	
Tel number	
Email address	
Space booked (delete as appropriate)	Main Hall (Village Centre) Club Room (Village Centre) Conference Room (Village Centre) Function Room (Court Bushes) Club Lounge (Court Bushes)
Date(s) of booking	
Sessions booked (delete as appropriate)	Morning Afternoon Evening
Type of event	
Approximate number of people (adults and children attending)	
Will alcohol be sold?	Yes or no
If yes, has a Temporary Event Notice been obtained? (delete as appropriate)	Yes or no
Will live music be performed or recorded music played? (delete as appropriate)	Yes or no
Will tickets be sold for your event? (delete as appropriate)	Yes or no
Safe Guarding: If working with children, young people & other vulnerable adults you can confirm you have a safeguarding policy in place and evidence you have relevant checks through DBS? (delete as appropriate)	Yes or no
	Hire charge £
	Security deposit £
	TOTAL £
<p><i>I confirm that I am over the age of 21 years and have read, understood, and will fully comply with the conditions of hire, accepting liability for any damage to the centre during the hiring. If you are under 21 we require a parent/guardian to sign on your behalf.</i></p> <p style="text-align: right;">Signature Date</p>	

Useful Locking up procedure list

All hirers will be held responsible for the security of the buildings and contents during and following your booking. To maximise your security and reduce risk please follow the below steps.

Village Centre

1. Close all windows and lock windows in kitchen and coffee area in main building
2. Close all doors and lock inner foyer and main doors
3. Ensure all lights are switched off (except automatic lights in the toilets)
4. Ensure the dishwashers are emptied
5. Ensure that the drip tray under hot water boiler in main kitchen has been emptied and placed back under the heater – take care as water may be hot
6. Ensure that all toilets have been flushed and all taps are switched off
7. Ensure that all fire doors are closed and secured
8. Ensure you have removed all personal belongings
9. Ensure all visitors have vacated the area hired
10. Ensure all visitors leave the site safely and quietly
11. Ensure that the building is left clean and tidy ready for the next hirer – cleaning equipment is kept in the cupboard in the disabled toilet in the main building and in the tall cupboard in the kitchen in the club suite.

Court Bushes Community Hub

1. Close and lock all windows and the handles are in the locked position
2. Ensure that the building is left clean and tidy ready for the next hirer – cleaning equipment is kept in the kitchen in the function room and club lounge
3. Ensure all crockery, cutlery and cups are washed, dried and returned to their storage location.
4. Ensure all tables, chairs and equipment is neatly packed away in the correct storage location.
5. Ensure the dishwashers are emptied
6. Ensure that all toilets have been flushed and all taps are switched off
7. Ensure you have removed all personal belongings
8. Ensure all external doors and fire exits are closed and locked using the thumb turn
9. Ensure storage cupboards and internal doors are locked
10. Ensure all visitors have vacated the area hired
11. Ensure lights and circulation fans are switched off
12. Set the alarm by touching the key fob on the alarm panel, pressing 'yes' and leaving quickly through the nearest door
13. Lock the door externally using the key provided
14. Ensure all visitors leave the site safely and quietly. If you are the last group out, then ensure all pedestrian and vehicle gates are locked behind you.

Please remember that the hirer is in charge of the building during the time of the hiring. Please inform us of any breakages or damage, so repairs may be carried out. If the building is left unsecured, the hirer will be held responsible for any damage incurred by any intruder.

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Rooms and Facilities

Village Centre

Main Hall	36 rectangular 6ft x 2ft tables 10 round tables 200 chairs Staging
Conference Room	8 rectangular 4ft x 2ft tables 20 chairs whiteboard
Club Suite	8 rectangular 4ft x 2ft tables 50 chairs 10 low height tables 6ft x 2ft Hot drinking water boiler/ electric cooker/microwave/refrigerator/dishwasher/quantity of cutlery & crockery
Kitchen for Main Hall Area	Hot drinking water boiler/ refrigerator/ freezer/electric cooker/microwave/dishwasher/quantity of cutlery/crockery/trays (200 sets of cutlery & crockery may be hired in units of 50 sets for an additional charge)
Hall Foyer	5 round tables with diameter of 30 inches/21 chairs

Court Bushes Community Hub

Function Room including Kitchen	25 rectangular 4ft x 2ft tables 150 chairs Hot water urn/ refrigerator/ freezer/ electric cooker/ microwave/ dishwasher/ quantity of cutlery/crockery/ glass jugs/ assortment of glasses and mugs (150 sets of cutlery & crockery may be hired for an additional charge)
Club Lounge including Kitchen	8 rectangular 4ft x 2ft tables 20 chairs Hot water urn/ refrigerator/ freezer/ electric cooker/ microwave/ quantity of cutlery/ crockery/ glass jugs/ assortment of glasses and mugs (one set of 30 cutlery & crockery may be hired for an additional charge)