

Booking Conditions

- (1) Hurstpierpoint & Sayers Common Parish Council, the 'Parish Council'.
- (2) The person or organisation named in the Schedule.

AGREED as follows:

- (1) Throughout this Agreement:
 - (a) The Parish Council as managers of the Village Centre & Court Bushes Community Hub named in clause 2.2 is referred to as "we"; "our" is to be construed accordingly and
 - (b) "we" and "us" mean and include the Parish Council, Village Centre or Court Bushes Community Hub, employees, committee members, volunteers, agents and invitees
 - (c) the person or organisation named in 1. Schedule as the hirer is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - (d) where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary or if not available our Facilities Manager.
 - (e) Court Bushes Community Hub, 'the Hub', is the premises comprising the building and surrounding space being within the curtilage of Court Bushes Community Hub, Willow Way, Hurstpierpoint, West Sussex, BN9 9TH.
 - (f) Village Centre is the premises comprising the building and surrounding space being within the curtilage of Hurstpierpoint Village Centre, Trinity Road, Hurstpierpoint, West Sussex, BN6 9UY.
- (2) We agree to permit you to use the premises for the purpose as described in the schedule for the agreed hire price. You agree to be present during the hiring period and to comply fully with this Agreement.
- (3) This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.
- (4) You agree not to exceed the maximum permitted number of people per room including the organisers/performers:

Village Centre	Main Hall	200
	Conference Room	40
	Club Suite	60
	Small Meeting Room	12
Court Bushes Community Hub	Function Room	150
	Club Lounge	30

- (5) The Hub does not have a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL). If you are holding an event that requires a licence then it is your responsibility to obtain the licence and comply with its requirements.

The Hub is not required to have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015 subject to you obtaining a Performing Right society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL) if required.

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a Temporary Events Notice (TEN) to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a Temporary Events Notice TEN to the licensing authority.
- (iv) You agree to arrange your own PRS or PPL licence should it be required.

If you fail to comply with (i), (ii) (iii) or (iv) above, we will cancel the hiring without compensation.

- (5.1) The Village Centre does have a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).
- (6) We and you hereby agree that the Standard Conditions of Hire (as part of this Agreement), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- (7) None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
- (8) By paying the hire charge and completing 1. Schedule you are deemed to have accepted the terms and conditions of this Agreement.

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us.

1. Age

You, not being a person under 21 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met. Hirers should ensure the presence of one responsible person over 21 years of age per 100 persons or part of 100 at functions attended by adults or two responsible persons per 100 children under the age of 16 or part of 100, or at least one steward per exit, whichever is greater.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including
- (iv) Supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises & Access

- (i) You must not use the premises (including the car park, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.
- (ii) 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.
- (iii) Stiletto heels and wheeled shoes/roller skates are prohibited. Bouncy Castles are not permitted in the buildings.
- (v) The use of confetti either inside or outside is strictly prohibited.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service (if any)
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of

your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and

- (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, at our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Bookings Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015 if you are holding a public event. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

The Parish Council provide details of fire emergency plans and evacuation procedures on notice boards located around the buildings. This information can also be found in folders located in the kitchen area in both buildings. It is the responsibility of the person in charge of the event to make sure they are aware of these procedures and how to implement them in case of a fire.

In an emergency you must call the Fire Service to any outbreak of fire, however slight, and give details to our Bookings Secretary.

- (i) You acknowledge that you have received instruction in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the building.
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
- That all fire exits are unlocked and panic bolts are in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no fire-hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with refrigerators.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety. Details of the Parish Council PAT Testing Policy are stored in the safety folder, available in the Main Kitchen of each building and must be complied with at all times.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, at our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book.

You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Facilities Manager will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- (i) Standard first aid boxes are sited in the kitchens. Groups needing to meet particular requirements should check the equipment provided against their needs.

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

22.1 Liquor Licences

Hirers providing intoxicating liquors for consumption in the centre shall obtain any necessary licences and shall comply with the law in all respects. For further information on alcohol licenses please visit:

<https://www.midsussex.gov.uk/licensing-business/temporary-event-notice/>

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) Not to use the WiFi service for any of the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the WiFi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (ii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or

- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage at our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection Act 2018 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should contact the Parish Council Office.
- (iv) The Parish Council uses personal data for the purpose of managing the Hub and Village Centres bookings and finances. Data may be held for up to 7 years for accounting purposes and for longer when required by the Parish Council insurers. If you want to see a copy of the information about you that we hold please contact the booking secretary.

27. Cancellation

If you wish to cancel a booking less than a month before the date of the event you will receive a 50% refund of your invoice. If you wish to cancel a booking less than a week before the date no refund will be issued. Please note refunds will take seven working days to be processed from the date the parish council office receives your bank account details.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire & Cleaning

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

- (i) Hirers are responsible for washing up all cutlery and crockery used and sweeping/washing the kitchen floor if necessary
- (ii) Hirers must see that the area is left clean and tidy at the end of their booked time slot, with furniture and equipment replaced where found. Cleaning equipment including a vacuum cleaner is available. All tables must be replaced on the trolleys and chairs replaced in the cupboards. 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.
- (iii) Rubbish shall either be removed by the hirer, or placed in the waste bins outside the buildings. Please recycle where possible.
- (iv) All items brought in must be removed immediately after the hire.

29. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. At our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

30. No rights

- (i) This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.
- (ii) Hirers must not enter the building to make deliveries or for any other purpose except during their booked session without prior agreement from the Booking Officer or Clerk.

31. Keyholding and security

As per our Keyholding and Security Policy, the following conditions apply.

- (a) The issued key(s) will remain the property of the Parish Council.
- (b) The key(s) will be issued once the refundable deposit and the non-refundable booking fee has been paid.
- (c) The key(s) issued will only allow access to the area of the building you have hired, between the pre-booked session times. At the end of your session time the key will cease to permit access. It is therefore important that all belongings and equipment are out of the building before this time, to prevent being locked out. Any call outs made to permit entry will result in a deduction from the key deposit.
- (d) The key is issued only for the responsible hirers sole use and it must not be loaned or otherwise provided for the use of anyone else under any circumstances, unless agreed with the bookings secretary.
- (e) The Key Holder is responsible for any abuse or damage caused by the use of his/her key.
- (f) The site is to be left secure at all times during the booking and when the Key Holder leaves the site.
- (g) The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them.
- (h) No copies of the key(s) are to be made under any circumstances.
- (i) Keys cannot be transferred to a third party under any circumstances.
- (j) Use of the site is entirely at the Key Holders risk and the Parish Council will not accept any liability for personal injury or property damage caused to either the Key Holder or a person under their responsibility.
- (k) The keyholder must always be suitably responsible for the safety of their event and not impaired or unfit through drugs or alcohol. The Parish Council reserve the right to withdraw the key(s) without reason at any time giving 7 working days notice in writing to the Key Holder.

