

## SMALLFIELD CENTENARY HALL

Wheelers Lane, Smallfield, Surrey RH6 9PT

Tel: 01342 841880

Email: [clerk@burstowparishcouncil.org.uk](mailto:clerk@burstowparishcouncil.org.uk)

### **CONDITIONS OF HIRE FOR USE OF CENTENARY HALL**

1. All applications for the use of the Halls must be made or confirmed in writing on the official application form and should be addressed to the Parish Clerk, Centenary Hall, Wheelers Lane, Smallfield, RH6 9PT. Payment for use will be in accordance with the scale of charges as determined by the Council from time to time.
2. The Council reserve the right to refuse any application for hiring without giving a reason, to attach any additional conditions to any particular hiring and to vary the scale of charges in the case of any particular hiring. The Hirer who signs the contract shall be 21 years of age or over
3. The Hirer shall be responsible for and shall repay the Council on demand the cost of making good all damage (for wear and tear only accepted) to the premises and to the fittings, equipment and other property of the Council therein and shall indemnify and keep indemnified the Council against all claims for damages, compensation and/or costs in respect of injury to any person or persons and/or damage to property caused by or arising out of or in any way connected with the exercise by the Hirer of the use authorised by the Council.
4. The electricity, gas, heating and water fittings shall in no way be interfered with and no nails, tacks or other fastenings shall be driven into the walls, fittings, floor or furniture without specific approval and any damage by whomsoever caused while the premises are occupied or being used by the Hirer, his servants, or agents, shall be made good by the Council at the Hirer's expense.
5. Entertainment: Where power is required e.g. musical entertainment, p.a. systems, discotheques, live groups etc. all equipment must be in good working order. Equipment **MUST NOT** be set up at the kitchen end of the hall, or might trailing or extension leads be used to power equipment from sockets outside the Burstow Hall. All music must end not later than 11.00pm.
6. The Hirer will ensure that all requirements of The Premises License issued by Tandridge District Council are complied with whenever any regulated activity is carried on.
7. Where kitchen facilities and equipment are used, the Hirer shall be responsible for any loss; breakages' or damage caused thereto, and shall also be responsible for ensuring that the equipment is left in a thoroughly clean condition to the satisfaction of the caretaker or any other duly authorised member of the Council staff. The hirer will report any breakages or damage to kitchen facilities or equipment to the Council or the Councils staff at the conclusion of the booking.
8. Except where specifically booked by the Hirer, the kitchen will otherwise not be available for use. The Hirer should note that the Kitchen is a shared facility available to other users of the various rooms within the Premises and that exclusive use is not guaranteed.
9. The Centenary Hall does not have a license to sell alcohol. When the Hirer wishes to supply/sell alcohol at a function in the Hall, in accordance with the Licensing Act 2003, the Hirer shall receive the written approval of the Clerk to the Council before the Hirer applies to Tandridge District Council and the Police for a Temporary Event Notice (TEN) to sell/supply alcohol. The inclusion of alcohol in the ticket price is considered as the sale/supply of alcohol and will require a TEN. Once Tandridge District Council have approved a TEN, the hirer shall display the TEN in the Hall on the board provided during the period of hire and ensure that a responsible adult is on the premises throughout the period.
10. The Hirer shall be responsible for leaving the premises in a generally clean and tidy condition to the satisfaction of the Council. Any additional Caretaking costs consequential upon non-adherence to this condition will be recharged in full.
11. The Hirer shall not assign or under let any part of the premises.
12. The Hirer shall not use or cause or permit any person to use the facility booked for any purposes other than which it was hired.
13. The Hirer shall not do or suffer or permit to be done anything which shall or might invalidate the Council's policies of insurance on the premises and in the event of any claim by the Council under its policies of insurance being repudiated in whole or in any part by the Council's insurers or of the terms therefore being increased on account of any act or default by the Hirers, their members or guests, shall indemnify the Council against all loss or additional expenses suffered or incurred by them as a result thereof. The practice of displaying posters on vacant shop premises, street furniture, builder's hoardings, trees, etc., without the consent of the local planning authority is illegal and makes the offender liable, on summary conviction, to substantial penalties. The unauthorised display of posters may result in the

cancellation of the Hiring to which the posters refer, and would certainly be taken into account when considering future bookings at any Parish premises.

14. The Hirer shall be required to take all reasonable precautions by supervision or otherwise during the use of the premises to prevent any persons doing damage to the premises and the contents and in respect of the behaviour of persons using the premises. In the case of non-observance of this condition, the Council reserve to themselves, to the Parish Clerk or to the Caretaker or to other appointed representatives, the power to close the premises at any time and to exclude all persons there from and the charge made to or due from the Hirer shall not be waived.
15. Any property and effects in the premises belonging to the Hirer will be at his sole risk, and unless otherwise agreed on behalf of the Council, if such equipment, property and effects are not removed on termination of the hiring, additional fees may be charged therefore. The Hirer shall ensure that any electrical appliances brought by him, his servants or agents shall be safe and in good working order.
16. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
17. The period of use must not exceed the time(s) stated in the application. Payment will be required for any extended use in accordance with the scale of charges.
18. The Council shall not be liable for accident, illness, loss or damage occurring as a result of the letting out of the Council premises, except where such accident, illness, loss or damage is directly caused by the negligence of the Council or its employees, agents or servants.  
**The Parish Council strongly advises all Hirers to provide their own insurance cover for the duration of their booking as the Hirer is not covered by the Parish Council insurance.**
19. The Hall Hirer is responsible for the regular checking of the toilet facilities during their period of hire and ensuring that the toilets are fit for purpose. The Hirer must ensure the toilets are clean at the end of their booking.
20. Employees of the Council, Police and Fire Authority have full access to the building at all times in connection with their official duties and their instructions in respect of the health, safety and welfare of the users of the facilities must be adhered to immediately by the Hirer. Decibel levels from Disco or other entertainment noises/sounds shall be controlled to what is deemed acceptable, a member of the Hall management or, if necessary the Police or Noise Abatement Officers shall be the final arbitrators. The Hirer shall ensure that the minimum of noise is made on arrival and departure.
21. The Hirer shall ensure that any activities for children under eight years comply with the provision of The Children's Act 1989 and that only fit and proper persons have access to the children. For hygiene purposes, Hirers are required to inspect any toilets that have been used by children in their charge, prior to leaving the building, so that they are left in a fit state for the following hirer. Hirers should satisfy themselves that this is so even if other hirers are using the building at the same time.
22. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention to the law relating to gaming, betting and lotteries.
23. All rubbish, except hazardous waste, shall be placed in plastic sacks and deposited in the rubbish containers outside the front of the building. Hazardous waste of any kind, including fluorescent tubes, paint tins etc may not be placed in the rubbish container but shall be disposed of by the Hirer off-site.
24. The Hirer shall ensure that all those attending the function are made aware of the means of escape in the event of a fire.
25. Hirers of Centenary Hall will be required to pay a deposit of £100 (cheque made payable to Burstow Parish Council) at the time of booking against loss or damage, which will be refunded after the event subject to a satisfactory report from the Caretaker.
26. Bookings cancelled within 2 months of the starting date are subject to a cancellation fee as follows:  
2 months = loss of deposit; 6 weeks = 50% of the hire fee; 1 month = full hire fee
27. The Hirer shall ensure no dogs except guide dogs are brought into the building.

#### IN CASE OF EMERGENCY

28. The Hirer shall familiarise his/herself before the hiring commences with the procedure as displayed in The Premises to be followed in the event of fire or other emergency and ensure that it is complied with.
29. The Hirer shall ensure that the FIRE BRIGADE is called to ANY outbreak of fire, however slight, and that the building is evacuated.

30. The Hirer shall ensure that the building is evacuated and the relevant body summoned in the event of any other situation where there is an actual or potential danger to users of The Premises
31. The Hirer acknowledges that the Basic First Aid supplies provided in the kitchen may be used at the Hirer's risk and that the Parish Council cannot accept responsibility for their use.
32. The Hirer shall report any injury, accident or other such occurrence to the Caretaker, Keyholder or Clerk as soon as is practical

#### OCCUPANCE CAPACITY OF PREMISES

33. The assessed maximum capacity for each room within the Centenary Hall is shown in the table below and **must not** be exceeded under any circumstances.
34. The 'in use' capacity of each room **may be less** than the maximum capacity for a particular event. Examples of factors that may reduce the maximum capacity include, but are not limited to:
  - Layout of tables and chairs
  - Location/size of DJ/Lighting control station
  - Location/size of bar area
  - Number of musicians for a theatrical performance
35. The Hirer is responsible for ensuring that he/she limits the number of people admitted to the premises (subject to assessed maximum capacity) such that health and safety is not compromised, having due regard to the nature of their event and layout of room.

Room	Type of use	Maximum Capacity
Assembly Hall 9m x 17m x 5m(h)	Standing	300
	Banquet Style (Round)	136
	Banquet Style (Rectangle)	164
	Reception Style (with dance floor)	182
	Theatre Style	273
Meeting Room 6m x 7.3m x 2.4m(h)	Tables & Chairs	40
	Standing	78
Community Room 5.4m x 6m x 2.4m(h)	Tables & Chairs	34
	Standing	57
Margaret Paveley 7.3m x 10.5m x 2.4m(h)	Tables & Chairs	82
	Standing	138

**The Hirer has received and agrees to be bound by these Conditions of Hire.**

Thank you for hiring the Centenary Hall. To assist you further please note the following.

You will find brooms, etc in the main kitchen

The reset switch for the alarm in the disabled toilet is in the disabled toilet.

Please can you check the following are done before you leave

- Tables and chairs put away
- Hall floor swept and mopped (if needed)
- All crockery, cutlery and utensils washed, dried and put away correctly, if used
- You must provide your own tea towels and bin bags
- Kitchen floor brushed and mopped
- Fridge in main kitchen emptied, door left open and plug taken out
- Toilets checked and cleaned
- Foyer brushed
- Check all emergency doors to outside are shut securely
- All windows closed
- All lights switched off

#### Bank details for online payments

Bank Name: Unity Trust

Account Name: Burstow Parish Council

Account Number: 20445069

Sort Code: 60-83-01

Please quote your booking name and date as the bank reference