

THE PARISH COUNCIL OF HELLINGLY

HELLINGLY VILLAGE HALL

REGULATIONS FOR USERS OF THE HALL

1. All applications for the hire of the Village Hall are to be made to the Parish Clerk: Philip Moon, The Village Hall, North Street, Hellingly, BN27 4DS. Telephone 01323 484210.
2. All persons hiring the hall must be over 18 years of age.
3. Non-regular Hirers of the Hall will be required to confirm bookings and pay a hire deposit at least three weeks before the date of the function concerned.
4. If a non-regular Hirer cancels the booking within one week of the function concerned the hire deposit will be retained unless the Parish Council is able to obtain a replacement booking.
5. If a regular Hirer cancels a series of bookings a charge of 25% of the normal hire charge will be made unless the Parish Council is able to obtain replacement bookings.
6. Hirings are charged at the rate of hire applying at the time of the function concerned.
7. The Parish Council reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or for an emergency meeting of the Parish Council, in which case the Hirer shall be entitled to a refund of any moneys already paid.
8. The Village Hall must be vacated by 12 o'clock midnight after which time a penalty surcharge of £36.00 for each ten minutes or part thereof the Hall is occupied will be payable by the hirer.
9. The Hirer shall be responsible for obtaining such licences as may be necessary for the sale or supply of intoxicating liquor and also from the Performing Right Society, or otherwise and for observance of the same.
10. The Hirer shall comply with all statutory conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or others. Fire precautions are to be observed as detailed in these regulations.
11. The numbers of persons permitted on the licensed premises at any one time shall not exceed:
 - a. 75 persons seated at tables
 - b. 150 persons dancing
 - c. 100 persons dancing where table seating is provided
 - d. 100 persons closely seated (movable seating)
12. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which might endanger the same or render ineffective any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon or in the grounds thereof without written permission from the Parish Clerk.
13. The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
14. The Hirer shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property including the curtilage thereof and the contents of the building which may occur during the period of the hiring as a result of the hiring.
15. At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured and any contents

temporarily removed from their usual positions properly replaced. Crockery is to be washed and stored in the kitchen cupboards and rubbish is to be taken away except where previous arrangements have been made with the Cleaner/Caretaker.

16. Dogs (except guide dogs), bicycles and roller boots are not to be taken into the building, stiletto heels are not to be worn in the hall, confetti, aerosols and decorations are not to be used in the Hall, drawing pins or the like including sellotape or similar must not be driven into or stuck on the walls or woodwork and crystals, powder or the like shall not be used on the floor.
17. The Parish Council shall not be held responsible for property left in the Hall or for cars in the car park.
18. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever, but the any moneys paid will be refunded.
No food is to be cooked at the Hall. Food consumed should be stored in compliance with the current statutory requirements.
19. In advance of the entertainment or function the Hirer must instruct himself/herself in the following matters:
 - a. The action to be taken in the event of fire. This includes calling the Fire Service and evacuating the Hall.
 - b. the location and use of fire equipment.
 - c. escape routes and the need to keep them clear.
 - d. methods of operation of escape door fastenings.
20. The location of escape routes and of fire equipment and details of nearest public telephone call boxes are shown in the plan at the end of these Regulations.
21. In advance of the entertainment or function the Hirer shall check the following items:
 - a. that all fire exits are unlocked and panic bolts are in good working order.
 - b. that all escape routes are free of obstruction and are immediately available for instant free public egress.
 - c. that no fire doors are wedged open.
 - d. that the emergency lighting supply illuminating all exit signs and routes has been turned on and will be in operation during the whole of the time the premises are to be occupied.
 - e. that there are no obvious fire hazards on the premises.
22. Highly flammable substances shall not be brought into or used in any part of the premises, and no internal decorations of a combustible nature (e.g. polystyrene or cotton wool) shall be erected. No heating appliances shall be used on the premises without the consent of the Parish Clerk.
23. There shall, in addition to the Hirer, be a minimum of 1 competent attendant on duty on the premises to assist people entering and leaving, who must be over 18 years of age. If most of those attending are under 16 the number of attendants shall be not less than 1 for every 50 or part of 50. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the fire brigade and evacuation procedure.
24. In the event of difficulty of access etc the Hirer should contact the Cleaner/Caretaker Wendy Weston (01323 843867) or the Parish Clerk.