

**THE PARISH COUNCIL OF HELLINGLY**

Hellingly Community Hub, The Drive, Hellingly, East Sussex, BN27 4EP

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REGULATIONS FOR USERS OF HELLINGLY COMMUNITY HUB

**Booking Procedure**

All applications for the hire of Hellingly Community Hub are to be made via the booking system on the Hellingly Parish Council’s website (www.hellingly-pc.org.uk)

***All persons hiring the Community Hub must be over 18 years of age***. It is also agreed and understood that a responsible person will be nominated on each occasion of use under the terms of this agreement to ensure that the behaviour of the participants is within reason, bearing in mind the purpose of hiring and the requirements of the Public Health & Safety Act 1974.

No 18th or 21st Birthday parties are to be held at the Community Hub and any parties/events for those under the age of 17 must be supervised by a responsible adult.

No Ball/ “Nerf” Gun Parties are to be held at the Community Hub.

It is the responsibility of the Hirer to arrive and depart from the premises in accordance with the times stated on the Hire Booking Form. Sessions booked MUST allow set up and clear away times. The Hirer must ensure a timely and considerate vacation of the premises after use. Hirers MUST NOT enter the rooms until the time of their booking begins unless previously agreed with the Booking Department.

**Payment**

An invoice for the hire charge will be sent to you at least 28 days prior to the Booking date and the deposit (as set out below) must be paid within 14 days from when the booking request was generated. The balance of the invoice should be paid in full within 14 days and stating the invoice number. If payment is not received the Council have the right to cancel the booking.

Any bookings made within the 14 days of the intended hire date must be paid in full at the time of the booking.

*The Parish Council reserves the right to refer all outstanding invoices to a debt collection agency.*

**Deposit**

The deposit (which will be returned once the premises have been left

as found with no damage) MUST be paid at the time of booking to secure the date. If the deposit payment is not made within 14 days of the initial booking request the booking will be cancelled.

The deposit amount varies on the type of event; the basic deposit amount is £50.00 for children Parties, all other parties, or events the deposit will increase to £150.00 - £500.00 depending on the type of event booked. A proportion thereof will be non-refundable if the Hub is left in an unclean state or there is any loss or damage to the premises or any equipment therein. In cases where the damage is more than the deposit, the excess will be charged to you.

**Cancellation by the Hirer**

Cancellations by the hirer must be in writing, however email is permitted.

Should the Hirer wish to cancel the following rates apply:

**Private Bookings:**

29 days or over – no charge and full deposit returned.

28 days -15 days – 50% hire charge. Full deposit returned.

14 - 0 days - 100% of hire charge. Full deposit returned.

**Regular Bookings**:

4 weeks’ notice is required if you are unable to attend your booked sessions, otherwise normal Hub hire charges will apply.

**Commercial/Business Bookings:**

4 weeks’ notice is required if you are unable to attend your booked sessions, otherwise normal Hub hire charges will apply.

**Cancellation By Council**

The Council reserves the right to cancel the booking if payment in full is not received as set out above and to recover the hire charge from the hirer. The Booking is accepted by the Council on the basis that the information supplied is correct. Should information be incorrect the Council reserves the right to cancel the booking and recover the hire charge from the hirer.

The Parish Council reserve the right not to accept a booking.

The Parish Council reserves the right to cancel a booking in the event of

1. The Community Hub being required as a Polling Station for a Parliamentary or Local Government election or bye-election.
2. For an emergency meeting of the Parish Council.
3. Should the premises be required as an emergency centre in the event of an emergency in the Parish.

 In the event of cancellation, the hirer shall be refunded any monies already paid.

In the event of the Community Hub 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 any monies paid will be refunded.

**Use of the Premises**

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. The Hirer is not allowed to bring onto the premises anything which might endanger the same or render ineffective any insurance policies in respect thereof, nor allow the consumption of alcohol within the grounds without written permission from the Booking Department.

***Respect our Neighbours***. The Hirer and its associates must ensure that their use does not cause a nuisance to any other person or local resident.

The Community Hub must be vacated by **midnight** after which time a penalty surcharge of £40.00 for each fifteen minutes or part thereof the Community Hub that is occupied will be payable by the Hirer.

**Dogs (except assistance dogs), bicycles, scooters & roller blades/boots are not to be taken into the building.**

**Capacity and Parking**

The numbers of persons permitted on the premises at any one time shall not exceed:

 **Main Hall**: **Meeting Room 1**: **Meeting Room 2**: **Kitchen:**

 Standing: 360 60 60 5

 Sitting at tables 200 40 40

Parking at The Community Hub – On event bookings, all hirers are responsible for ensuring cars are parked sensibly and monitored at all times throughout the booking. The overflow carpark by the NHS entrance further along The Drive on the left can be used at weekends only.

**Alterations to the Premises**

Confetti, glitter, smoke machines and aerosols are not to be used in the Community Hub. Drawing pins or the like including Sellotape, blue or white tack or similar must not be driven into or attached in any way to the ceilings, walls, floors, furniture, or furnishings without prior permission. Blue tack only may be used on the Windows & Doors. No writing, painting or disfigurement is to be applied to walls, ceilings, or floors.

**Rubbish**

**Weekday Bookings –**

* Corporate/ Business Hire – Rubbish clearance is included in the Hire Charge
* Private Bookings - Rubbish is to be taken away, except where previous arrangements have been made with the Parish Council

**Weekend Bookings**

* All hirers - Rubbish is to be taken away, except where previous arrangements have been made with the Parish Council

**Clean and Tidy Condition**

At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Crockery is to be washed and stored in the kitchen cupboards. Should this not be undertaken the Parish Council reserves the right to withhold part or all of the hirer’s deposit.

**Music**

Music license ceases at **11pm**.

The Premises does hold a PPL/PRS Licence which enables the playing of music for exercise, fitness, and dance classes.

**Bouncy Castles**

Bouncy castles are only permitted in the David White Hall or outside. If outside the ground needs to be repaired by the hirers if damaged. The Hirer agrees to take full responsibility in checking the relevant Public Liability Insurance with the Bouncy Castle Supplier. **The Parish Council does not accept any liability.**

**Loss and Damages**

The Hirer will be held solely responsible in respect to any claims arising, or loss, accident, injury, or damage to persons sustained in connection with this event. Any loss or damage to Parish Council property, furniture, fittings, fixtures, flooring, appliances, and apparatus in or about the said premises will be charged to you. Care needs to be taken whilst using the Automatic Main Entrance Doors, DOORS ARE NOT TO BE FORCED OR HELD OPEN AT ANY TIME, THE DOOR CONTROLS ARE TO BE USED ONLY.

No responsibility will be accepted for any damage to, or loss of any property you bring to, or store on the premises.

**Food and Kitchen**

The kitchen has 50 settings, if more will be needed, please inform the Parish Council upon booking. Tablecloths for the round banqueting tables are available to hire at a cost of £5.00 each.

BBQ’s & Hog Roasts are permitted outside on the grass area only with the hire of the Hub. The Hirer is responsible to ensure that no damage is caused to the grass by supplying suitable ground protection. The car park and patio areas **must not be used for BBQ’s & Hog Roasts.**

**Alcohol**

**The Premises DOES NOT hold an Alcohol Licence**. **A (TEN) license is only required if the Hirer is Selling Alcohol.**

The Hirer shall be responsible for obtaining a Temporary Event Notice (TEN) under the Licencing Act 2003 from Wealden District Council Licencing Department, please note there is a charge for this Licence. If you fail to obtain the TEN, you will break the law if you provide alcohol at your event. A copy of the TEN is to be lodged with the Parish Council. <https://www.wealden.gov.uk/licences-and-registers/licensing/licensing-policy/temporary-events/>

**Fire Evacuation Procedures and Regulations**

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.

The hall will be evacuated when the alarm sound. The evacuation zone will be checked by the hirer to confirm evacuation has taken place. The roll call assembly point for the hall is identified on the evacuation instructions detailed in the premises and you should familiarise yourself with these.

In advance of the entertainment or function the Hirer must familiarise themselves in the following matters: (Please see the Fire Risk Assessment)

1. The action to be taken in the event of a fire. This includes calling the Fire Service and evacuating the Community Hub.
2. The location and use of fire equipment.
3. Escape routes and the need to keep them clear.
4. Methods of operation of escape door fastenings.

In advance of the entertainment or function the Hirer shall check the following items:

1. That all escape routes are free of obstruction and are immediately available for instant free public access.
2. That no fire doors are wedged open.
3. That there are no obvious fire hazards on the premises.

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 in the premises.

**Gaming, Betting and Lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to Gaming, Betting and Lotteries.

**Public Liability Insurance**

Hirers must make their own provision for public liability insurance if needed.

**Additional Permissions:**

Permission from the Council is required in respect of Broadcasting and filming (including videoing and photography etc.)

**Emergency Contact Details for Premises**

In the event of difficulty, the Hirer should contact the Caretaker, on 07858 152497 or 07546972535.

Dated: April 2024

*Shared Drive/Community Hall Docs/Booking Docs/Terms & Conditions/Reg for users/ Nov 23*