



**THE PARISH COUNCIL OF HELLINGLY**  
Hellingly Community Hub, The Drive, Hellingly,  
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### REGULATIONS FOR USERS OF HELLINGLY COMMUNITY HUB

1. 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.
2. All applications for the hire of Hellingly Community Hub are to be made via the booking system on the Hellingly Parish Council's website.
3. No 18<sup>th</sup> or 21<sup>st</sup> 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.
4. 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.
5. 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 Clerk.
6. 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.**
7. No responsibility will be accepted for any damage to, or loss of any property you bring to, or store on the premises.
8. **The Parish Council reserve the right not to accept a booking.**
9. The Parish Council reserves the right to cancel a booking in the event of

- a. The Community Hub being required as a Polling Station for a Parliamentary or Local Government election or bye-election.
- b. For an emergency meeting of the Parish Council.
- c. Should the premises be required as an emergency centre in the event of an emergency in the Parish.
- d. Should any of the information provided by the hirer be incorrect or misleading.

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

10. 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. Music license ceases at **11pm**.

11. **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.**

12. **The Premises does not hold an Alcohol Licence.** 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/>

13. 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.**

14. 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.**

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

16. 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.

17. 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.

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

	<b>Main Hall:</b>	<b>Meeting Room 1:</b>	<b>Meeting Room 2:</b>	<b>Kitchen:</b>
Standing:	360	60	60	5
Sitting at tables	200	40	40	

19. The kitchen has 50 settings, if more will be needed please inform the Parish Council upon booking, the hirer will need to bring their own tea-towels. Table cloths for the round banqueting tables are available to hire at a cost of £5.00 each. Food consumed should be stored in compliance with the current statutory requirements.

20. 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 Parish Clerk.
21. 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 and rubbish is to be taken away, except where previous arrangements have been made with the Parish Council. Should this not be undertaken the Parish Council reserves the right to withhold part or all of the hirer's deposit.
22. Dogs (except assistance dogs), bicycles, scooters & roller blades/boots are not to be taken into the building. Confetti, glitter 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.
23. 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.
24. In advance of the entertainment or function the Hirer must familiarise themselves in the following matters: (Please see the Fire Risk Assessment)
  - a. The action to be taken in the event of a fire. This includes calling the Fire Service and evacuating the Community Hub.
  - 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.
25. In advance of the entertainment or function the Hirer shall check the following items:
  - a. That all escape routes are free of obstruction and are immediately available for instant free public access.
  - b. That no fire doors are wedged open.
  - c. That there are no obvious fire hazards on the premises.
26. 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.
27. In the event of difficulty, the Hirer should contact the Caretaker, on 07858 152497 or 07546972535.
28. Please note that smoking on the premises is not permitted.
29. Hirers must make their own provision for public liability insurance if needed.
30. Permission from the Council is required in respect of Broadcasting and filming (including videoing and photography etc.)

31. **Deposits:** A deposit will be taken (£150 - £500 amount dependant on nature of event). 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.

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.

**Payments:** 14 days prior to the event an invoice will be issued with the request for full payment for the hire charge. Bookings made within 14 days of the intended date of use of the Hub must be paid for in full at the time of booking.

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

32. Should the Hirer wish to cancel the following rates apply:

**Private Bookings:**

15+ days – no charge  
4-14 days - 50% of hire charge  
0-3 days – 100% of hire charge.

**Contracted Bookings:**

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

**Commercial Bookings:**

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

Dated: Nov 2023

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