



# Girlguiding Rustington District Hall

## Conditions of Hire

### General Hire

**The Hirer** will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, and the behaviour of all persons using the premises whatever their capacity.

**The Hirer** shall indemnify the 'Hall Management Committee' for the cost of repair of any damage done to any part of the property or the contents of the building which may occur during the period of the hiring as a result of the hiring.

**The Hall Management Committee** shall not be held responsible for any damage done to any item brought to the premises by the Hirer. All electrical items brought to the premises must hold a Portable Appliance Test (PAT) certificate.

**The Hirer** shall be responsible for putting out and away anything used (tables, chairs etc) or needed for the hire, (please note the piano must not be moved) and for leaving the premises in a clean and tidy condition, all toilets flushed, all lights turned off and the property locked and secured.

**The Hirer** may cancel the booking up to 28 days before the commencement of the booking without charge. After that date the deposit will be forfeited. If a booking is cancelled 7 days or less before the hiring then 50% of the total hire will also be charged.

**The Hall Management Committee** reserves the right to cancel any hiring in the event of the hall being required for a special guiding function or holiday or for any other reason. The Hirer shall be entitled to a refund of any money paid for the said hiring or offered an alternative date. In all cases maximum notice will be given of the cancellation.

**In The Event** of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Hall Management Committee shall only be responsible for the refund to the proposed Hirer of any deposit or other monies paid to the Hall Management Committee.

#### **Fire & Safety Regulations:**

Nothing must be done that will endanger the policies of insurance relating to the Hall or its contents and in particular:

- (a) There will be no smoking on any part of the premises.
- (b) The Hirer must familiarise themselves with the notices and location of fire-fighting appliances, which must be kept in place and not used for any other purpose. Check and keep clear access to Escape Routes and Emergency Exits.
- (c) In case of fire, evacuate all persons to the car park, and raise the alarm. (Please note there is **not** a telephone in the hall and all users are advised to make sure there is a mobile phone on the premises during their hire.) Emergency lighting will automatically illuminate escape routes.
- (d) A First Aid box is located in the kitchen. All accidents must be entered in the accident book and any injury reported in writing to the Hall Committee and a copy sent to the Bookings Secretary.
- (e) **No litter/rubbish should be left in or about the premises.**

- (f) Animals should not be brought to the hall without the written permission of the Hall Management Committee.
- (g) The concrete area to the rear and side of the hall is provided as an emergency escape route and must not be used as an activity area.
- (h) NOISE - PLEASE HAVE DUE CONSIDERATION FOR OUR NEIGHBOURS.
- (i) Please use the cleaning caddy in the kitchen for minor spillages on the carpet.
- (j) Please replace the safety straps on the table trollies when not in use.
- (k) Ensure the lights are switched off and the main door is double locked when you leave the premises.

### **Rates of Hire: from January 2019**

#### **General Hire - Main Hall and use of kitchen**

Hourly Rate: £11.00 per hour  
Daily Rate: £75.00 (9am - 6pm = 9 hours)

Additional hours will be charged at the hourly rate.

A £50.00 refundable deposit cheque must accompany every booking.  
The deposit cheque will be returned 1 week after the booked hire to allow for inspection of the hall.  
The cost of every hire must be made 7 days prior to the use of the hall.

Use of the cookers, fridge, freezer and microwave, hot water, heating and electricity is included in the hire charge.

#### **Registered Charities - Main Hall and use of kitchen**

Hourly Rate: Other Charities £10.00 per hour.  
Daily Rate: £75.00 (9am- 6pm = 9 hours)

Additional hours will be charged at the hourly rate.

All the above hire rates are for use of the hall, kitchen and toilet facilities only - they do not include use of the audio-visual equipment, office, or the equipment therein. Use of this equipment will incur an extra charge at the discretion of the Hall Management Committee - please enquire to the Committee about specific requirements.

ALL RATES SUBJECT TO AN ANNUAL REVIEW

**Bookings Secretary**

Mrs K Lawrence

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