

FOR HYGIENE REASONS TEATOWELS ARE NOT PROVIDED

MILLENNIUM VILLAGE CENTRE SCAYNES HILL

CONDITIONS OF HIRE

The Conditions of Hire are set out below. It is a requirement of the Trustees that all hirers familiarise themselves with these Conditions and abide by them in order to facilitate the smooth running of the Centre to the benefit of all the users.

IT IS AGAINST THE LAW TO SMOKE ON THESE PREMISES

1) General

The Trustees will have the sole responsibility for issuing the Terms and Conditions for hirers and will have the ultimate decision as to the acceptability of hirers and the reasons for hiring. Any dispute will be subject to the final decision of the Trustees.

2) Hirer Responsibility

2.1) The Hirer will, for the period of hire, be responsible for the supervision of the premises, its main structure, contents, car park and frontage, and will ensure the careful behaviour of all persons using the premises. It should be noted that stiletto heels and ball games are not permitted in the Centre. **Party poppers and sand are also prohibited on the premises** as they have previously caused damage to the main hall floor.

2.2) The Hirer will leave the premises including the carpets, kitchen and toilets in a clean and acceptable condition and ready for rehire. Waste matter will be properly disposed of both inside and outside the premises. (Please see detailed notice displayed in kitchen regarding waste disposal). **Under no circumstances may any waste be left outside the bins provided.** On leaving the Centre, the Hirer will also ensure energy efficiency by turning off lights, down-heaters and kitchen equipment.

If the Centre is not left in a clean and acceptable condition, a charge for cleaning will be taken from the £100 damage deposit.

2.3) The Hirer will be responsible for any person or company engaged by him/herself for any reason.

2.4) The Hirer will be responsible for all equipment/apparatus brought into the Centre and it is the Hirer's responsibility to ensure that said equipment is adequately maintained, regularly tested and used in the correct manner.

2.5) It is the Hirer's responsibility to ensure that children and vulnerable adults are protected from harm whilst on the premises.

3) Use of the Premises

3.1) The Hirer will only use the **facilities** specified at the time of making the booking. All bookings are assumed to include shared use of the kitchen and main toilet facilities.

3.2) The Hirer is responsible for ensuring that the premises are only used for **lawful purposes** and they cannot be sublet.

3.3) The Hirer agrees to use the premises only for the **activities** described at the time of making the booking and will only take into the Centre apparatus which has been agreed to before the date of the event.

3.4) **Hours of Opening** - the premises shall **NOT** be used for licensable activities except between the hours of 6 - 11 pm Monday to Friday and 2 - 11.30 pm Saturday and Sunday **unless** written permission has been given by the Managing Trustees and a Temporary Event Notice has been granted by Mid Sussex District Council.

The steward will be present to open the premises at the start of the hire period and will lock up at the close. The times will be as stated in the letter of confirmation. If the steward is required to stay longer than this time, a charge will be made for his/her extra time.

If the hirer wishes to change the time of hire stated in the confirmation letter, this request should be made to the bookings secretary and written confirmation will be sent by the bookings secretary. No request to alter hire times should be made to the stewards.

3.5) Alcohol

The availability of alcoholic liquor must be agreed at the time of booking. If the hirer is to sell alcohol a Temporary Event Notice (TEN) must be sought from MSDC and a copy sent to the Bookings Secretary at least 14 days prior to event. **Failure to provide this document within the stated timescale will result in cancellation of your booking.** The individual named on the TEN must be present throughout the event and a copy of the Notice must be displayed in the premises for the duration of event.

3.6) Rubbish

The centre has limited waste and recycling facilities. Please try and take recycling home and under no circumstances must rubbish be left outside the bins. The bin lids must be fully closed.

4) Insurance

All Hirers are advised to ensure that they have the appropriate insurance in place to cover their own liability to cover any claims which could arise from persons participating in specific activities and any damage or loss of equipment used or stored on the premises.

4.1) Bouncy Castles/Inflatables

There is no cover from the centre for bouncy castles or similar inflatables in the hall or hall premises. The responsibility for insurance is with the hirer of the hall. Please check with the owner of the inflatable for liability cover and check the conditions and requirements. It may state that the owner of the inflatable must be present. In the event of an accident you will be personally liable for any claims that ensue.

5) Performing Rights Society Ltd (PRS) & Phonographic Performance Ltd (PPL)

The Trust holds a PRS and PPL Licence for private functions. Commercial organisations are responsible for obtaining their own PRS and PPL Licence.

6) Bookings, payment and cancellation procedures

All bookings are to be made by the bookings secretary. Full payment is required to secure your booking. A cheque for the damage waiver of £100 is required at the time of booking. This cheque will be kept and following the satisfactory conclusion of the hiring will be destroyed. Cancellation more than three months in advance of the booking will receive a 75% refund; cancellation more than six weeks before the event will receive a 50% refund and cancellation less than 6 weeks before the event will forfeit the fee unless an alternative hirer can be found for the said period. The bookings secretary will arrange an alternative booking where possible. Payment for regular user bookings may, if agreed, be allowed on account and invoices submitted at the end of the calendar month. Payment will be required within 14 days of the month end..

7) Local Regulations

Statutory Notices are displayed in the Centre and Hirers should ensure that these are read. The Hirer should comply with all conditions and regulations in respect of the premises made by Local Authorities (including fire authorities) particularly where public dancing, music or similar public entertainment take place. They should abide by the Health and Safety Policy of the Centre. The use of dry ice is prohibited as fire exit signs must at all times be clearly visible; fire exit doors must not be obstructed by furniture or any other fittings.

8) Licences

All Hirers are reminded that they must comply with the requirements of the Betting, Gaming and Lotteries Act 1963, and the Gaming Act 1968 or any amending Acts. Any Bingo sessions are subject to compliance with the provisions of the 1972 Finance Act and any bingo regulations in force. The Hirer will be responsible for obtaining licences for events where these are required

9) Damage Liability

The Hirer will automatically indemnify the Trustees for the cost of any repair of any damage done to any part of the property including contents which may occur during the period of hire and as a result of negligence.

10) Lost Property

The Trustees cannot be responsible for any loss or damage to any property brought onto the premises by the Hirer or anybody connected to the Hirer.

11) Right of Admission

Notwithstanding the responsibilities of the Hirer, the Trustees or their nominated representative will have the power to refuse admission to the premises and may require any person to leave the premises.

12) Notices, personal decorations or items associated with the Hirer activities

No notices, placards, flags, emblems, advertisements or decorations shall be placed within the Centre or outside the premises without the prior approval of the Trustees or their nominated representative. Likewise, adhesive material, drawing pins or the like, must not be attached to the fabric of the building, inside or out. (See Clause 9 above).

13) Other hirings

Hirers who are only booking to use part of the Centre should be aware that other parts of the Centre may be in use by other Hirers.

14) Assistance for Hirers

The Bookings Secretary will endeavour to provide information and guidance for Hirers of the Centre and should be the first point of contact.

15) Amendment of these Conditions

The Trustees reserve the right to amend these conditions as and when they deem it appropriate.