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Westhampnett Community Hall

Serving Westhampnett, Maudlin and Westerton

Hadrians Drive, Westhampnett, West Sussex, BN180FP

Terms of Hire

1. The Hirer agrees to give a refundable Security deposit. Money will be deducted from this deposit, to cover any damages/breakages or loss of fobs and keys. Should any damages/breakages exceed the security deposit Westhampnett Community Hall Management Committee will invoice the Hirer for any additional costs incurred.
2. The balance of the Booking fees including Security deposit are payable 2 weeks in advance. Failure to do so could result in the cancellation of the booking.
3. **Alcohol:** The Hall has not got a Premises Licence for the sale of alcohol.
4. **Decorations** to the walls must be fixed with **Blue Tack only**. Drawing pins or Sellotape are not permitted. The Blue Tack must be removed on completion of the event. Any damage to paint work will be charged for.
5. Hirers must be aware of the **Emergency Evacuation Plan and Procedure** and which fire doors to use. The hirer must prepare a personal evacuation plan for any disabled guests. The muster point for the Community Hall is the children's play area that is located on the Green at the front of the Hall. **See the EMERGENCY EVACUATION PLAN signs on the wall.**
6. Only qualified personal, are permitted to use the kitchen – suitable certificates must be supplied 7 days prior to the event, if food is sold.
7. **TEENAGE PARTIES: up to 19 years may only be booked for Westhampnett Residence who** intend to have 50% Older Family members present. Booking to be made by parent.
8. **Up to 19 years old, where the booking is made by parent, who guarantees that five other mature adults will be attending. They must ensure only invited guests, up to a maximum of 80 are attending, and that Gate-crashers will be kept out. No Alcohol to be consumed by Under 18's. No mention on Social Media. A £250 damage deposit will be paid to cover and accidental damage. Suitable Door supervisor/ Security persons must be employed by the family (they should be approved by the Community Hall Management Committee).**
9. Children's Parties/ Christening bookings are usually 3 hours including setup/ clearing away.
10. Evening party bookings – setup from 5.30pm, must be cleared away and Hall empty by 10pm.
11. Any **extra set up** may be charged and **MUST BE AGREED IN ADVANCE** and noted on the booking request form.
12. All entertainers and their equipment must be cleared from the premises within half an hour of the finish and guests consumed their beverages by 9.45pm.
13. **You are required to leave the hall as you find it;** put tables and chairs away on the trollies in the cupboards, sweep floor, bag up rubbish and put in the correct outside bins. **WE ENCOURAGE ALL HIRERS TO RECYCLE RUBBISH, IF**

APPROPRIATE. We do not expect you to wash the floors – just mop up spills. Ensure the kitchen is left as you found it with nothing left out on the worksurfaces. Put all kitchen ware away in cupboards. Hirers' Items must be removed from the fridge and freezer (*unless other arrangements have been made*).

14. Setting up and tidying away is included in the hired time.
15. Setting up and tidying away is the responsibility of the hirer unless agreed otherwise.
16. All equipment must be returned to the rightful place and the facility left clean and tidy.
17. **The Community Hall Management Committee will give as much notice as is possible if, due to unforeseen circumstances the Hall becomes unavailable and reserves the right to cancel the booking at any time in such circumstances.**
18. **The hirer will require the necessary licenses and public liability insurance as necessary.**
19. **On leaving Hall: All external doors and windows must be shut and locked. Lights should be switched off. All electrical goods bought into the hall, must be removed. All rubbish should be placed in the correct bin in the bin cupboard at the side of the building. The Community hall and all facilities including the kitchen area and all toilets must be left clean and tidy. In the event of a spillage, please clean up that area. Leave floors swept, but don't wash the entire floor as it could cause an accident. Fobs and keys must be returned via the letter box to Julie Freeman's House 1 Tilemakers Close, Westhampnett, PO18 0RN tel. 01243 532330 or 07557676643**
20. **YOUR DEPOSIT WILL BE RETURNED IF THE ABOVE ITEMS HAVE BEEN DONE.**
21. If booking form is not returned within 28 days, the date may be re-allocated to someone else. If we can't contact you, to confirm the booking.