

**HECKFIELD MEMORIAL HALL**  
**(Registered Charity No. 265343)**  
**CONDITIONS OF HIRE**

**General conditions:**

G.1 Fire regulations require that whenever the Hall is in use all exits must remain clear at all times. The hirer is responsible for alerting their guests to the position of the fire exits and for keeping such exits clear at all times. **NO SMOKING IS ALLOWED WITHIN THE BUILDING**

G.2 The Hirer shall be responsible for obtaining any licenses needed for the consumption of alcoholic liquor and for the observance of the licenses, also all other regulations relating to the premises stipulated by the Fire authority, Local authority, Local Magistrates Court or otherwise

G.3 The Hirer shall make their own arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of this hiring. The Management Committee's insurance covers their own liabilities only.

G.4 The premises shall not be used for any purpose other than that for which permission has been granted.

G.5 The Committee reserve the right to cancel the hiring in the event of the Hall being required for an emergency, elections, Governmental or any such other business in which case the Hirer shall be entitled to a full refund of the deposit paid.

G.6 The Hirer is deemed to be personally responsible for the good order and behaviour of their guests and must not sub-let or transfer the booking to any other person.

G.7 In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired (by accidental damage or act of God sustained previously) the Committee shall not be liable to the Hirer for any resulting loss or damage

G.8 The Management Committee's decision regarding the interpretation and application of these Rules and Conditions shall be final and conclusive.

G.9 The Hirer must be at least 21 years of age

G.10 The use of sticky-tape on doors, walls, ceilings or any painted surface is forbidden. Blue/white- tac or similar substance may be used as a temporary measure only

G.11 The use of candles/tea lights, any appliance with a naked flame or indoor fireworks is strictly forbidden except that candles on any birthday cake are permitted.

G.12 All accidents are to be reported to the hirer and details of such written in the Accident Book by the hirer which is located on the notice board in the entrance hall.

G.13 Any electrical appliances brought onto the premises by the hirer must be correctly fuse protected and only one appliance is to be used for each electrical socket.

### **Fees and Charges:**

F.1 All deposits must be paid by the Hirer in advance, prior to the Hall being opened for their use. The balance of fees to be paid within 7 days of issue of final invoice.

F.2 A deposit of £25 shall be paid by all Hirers in advance to the Booking Secretary, who within 28 days after the hire date will give credit on the final invoice for such deposit but reserves the right to deduct from such deposit, the cost of rectifying any damage caused to the premises and/or contents thereof, during or as a result of the hiring. If the cost of remedying any such damage caused exceeds £25 to recover any excess from the hirer.

F.3 Not less than two weeks notice must be given if a booking is not required; otherwise the hire charge will still be applied.

F.4 The scale of Fees & Charges may be revised at any time at the discretion of the Management Committee.

### **During the Period of Hire:**

D.1 The Hirer and/or their invitees shall not cause any nuisance or annoyance to the occupiers of adjoining property or do any act or thing which may cause damage to such adjoining properties.

D.2 The Hirer hereby acknowledges that it is an offence to cause or permit to be caused any noise amounting to a nuisance and agrees that during any function when amplified music is played, the volume is maintained at a level which will not cause a nuisance to the inhabitants of the neighbourhood. The front and rear doors shall not be left open during the function except the rear doors maybe left open if the hire is for a BBQ and

### **IN NO CIRCUMSTANCE IS MUSIC TO BE PLAYED AFTER 11.30 P.M.**

D.3 For Hirers with a residential address in the parishes of Heckfield and Mattingley, 14<sup>th</sup> – 21<sup>st</sup> birthday parties maybe allowed but the function must end at 23.00 hrs. The party must be supervised by a responsible adult. The Police will be notified by the Booking Secretary in advance of such functions and can be expected to be present at various times during the function. No 14<sup>th</sup> – 21<sup>st</sup> birthday parties are permitted for Hirers with a residential address outside the parishes of Heckfield and Mattingley.

D.4 The Hirer shall personally ensure that when persons leave the Hall during or after a function they do so in a quiet and reasonable manner. Children should not be allowed to run loose outside the Hall at any time other than supervised in the rear garden.

### **After the Period of Hire:**

A.1 At the end of any period of hire, the Hirer shall clear the Hall of all equipment which has been brought in. Crockery and cutlery if used shall be washed and replaced. The urns must be emptied of all water. The cooker shall be left clean and all tables wiped down before being stored. Tables and chairs shall be returned to their original places. The Hall and kitchen shall be left in a clean and tidy condition and **ALL RUBBISH SHALL BE TAKEN AWAY FROM THE HALL**. In the event of any breach of this term and condition the Committee reserve the right to recover from the hirer, the cost of remedying the breach.

A.2 Any damages or breakages must be reported to the Booking Secretary as soon as possible after the incident. The cost of making good such damage or breakages may be borne by the Hirer from the deposit charge.

A.3 The Management Committee accepts no responsibility for personal belongings including coats and clothing left in any part of the building.

A.4 Before leaving the Hall, all doors and windows shall be closed and **ALL LIGHTS MUST BE TURNED OFF, INCLUDING THE TOILET LIGHTS**

A.5 Hirers may be allowed to return to the Hall the next morning to finish tidying up, by agreement with the Booking Secretary.

By order of Heckfield Memorial Hall Management Committee  
Mr. B Baker  
Chairman – July 2016.

**HIRE CHARGES**  
(with effect from 1st January 2019)

**Main Hall:**

Weekday: £15 per hour / £90 per half day / £180 per day  
Weekend: £18 per hour / £110 per half day / £220 per day

**Millennium Hall:**

Weekday: £12 per hour / £72 per half day / £145 per day  
Weekend: £15 per hour / £90 per half day / £180 per day

\*\* ADDITIONAL 10% DISCOUNT IF BOTH HALLS HIRED TOGETHER

Booking Secretary: Sue Richards – 01189 326603