

Forest Row Village Hall

Registered Charity No. 305223

Website: <http://forestrowvillagehall.org>

RULES GOVERNING THE USE OF THE PREMISES

1 General

- 1.1 The village Hall is a charity managed by an independent Management Committee under a scheme devised by The Secretary of State for Education and Science under the authority of the Charity Commissioners.
- 1.2 There are two Halls known as the Peter Griffiths Hall (small hall) and the Freshfield Hall (large hall) plus Committee Rooms and Offices (hereinafter referred to as 'the Village Hall).
- 1.3 The Management Committee are the Trustees of the Village Hall and are responsible for every aspect of the administration.
- 1.4 The Management Committee consists of individually elected members and representatives from the village organisations using the Village Hall.
- 1.5 The Village Hall is primarily for the benefit of Forest Row residents and organisations, who enjoy favourable rates of hire.
- 1.6 A notice board is situated in the Entrance Lobby to the Freshfield Hall containing the Hall Licences and special information for Hall hirers. No other notices are to be displayed without the special permission of The Management Committee.
- 1.7 External notice boards are available for hirers to advertise their events. Notices must not be displayed earlier than 14 days before the event.
- 1.8 The Village Hall has provisions for disabled persons and is fitted with a Deaf Loop System in the Freshfield Hall, for the hard of hearing.

2 Office Hours

Wednesday and Friday each week. 10am – 12 noon

Telephone: 01342 824961 (answer phone in operation out of hours)

The office is situated in Suite 3 on the ground floor.

3 Terms & Conditions of Hire

Bookings

- 3.1 The Hirer must be at least 21 years of age.
- 3.2 All booking applications to be made to the Bookings Secretary.
- 3.3 A booking Form must be fully and clearly completed for each booking
- 3.4 Provisional bookings may be made by telephone but must be confirmed within 7 days by submitting a fully completed booking form.
- 3.5 Hirers may assume that bookings are confirmed once a fully completed booking form has been returned to the booking office.
- 3.6 The Management Committee reserves the right to refuse an application.
- 3.7 Bookings for Public Performances must be made not later than 2 months before the event.
- 3.8
 - a) Bookings for private parties, young children's parties, weddings, dances, discos or any other singular event, to be paid in full before the event;
 - b) for such events a returnable deposit held against any damage will be taken at the time of confirmation.
- 3.9 The fee for the first event of a series must be paid in full before that event.
- 3.10 A cancellation fee of the full amount will be payable if a booking is cancelled within 14 days of the hire date. This includes any cancellation for a booking for a public performance. If the same event is re-booked within six months a discretionary amount of 2/3 of the booking fee will be levied.

4 Hirers Responsibility

- 4.1 Hirers will be held responsible for making good any damage or losses during the hire period.
- 4.2 Hirers are expected to leave the Village Hall in the same tidy condition.
- 4.3 The use of sticky-tape and/or drawing pins on doors, walls, ceilings or any painted surface is forbidden. Blue/white-tac or similar substance may be used as a temporary measure only.
- 4.4 Any damage to the Hall fixtures, fittings, crockery and appliances must be reported to the Management Committee as soon as possible after the event.
- 4.5 A NO SMOKING policy operates in the Village Hall and must be adhered to at all times.
- 4.6 The use of candles/tea lights, any appliance with a naked flame or indoor fireworks is strictly forbidden.
- 4.7 Hirers should ensure that no undue noise is allowed to interfere with the comfort of other hall users or local residents.
- 4.8 All accidents are to be reported and a details of such written in the Accident Book which is inside the green **FIRST AID BOX** and located in Freshfield Kitchen and another in Peter Griffiths Hall service area.
- 4.9 **Keyholders:** Organisations that hold keys to the Village Hall are responsible for ensuring that all doors and windows are closed and all lights are turned off. The Hall must be left secure. Individuals who retain keys on behalf of their organisation **MUST NOT** use the keys for any other use other than for their organisation during the times booked for their organisation.
- 4.10 **Musical Copyright:** The Hall is licensed with the Performing Rights Society for the performance of copyright music controlled by the aforementioned Society. **Recording Copyright:** the organisers of an event where a licence fee is payable for the public performance of recorded music (e.g records, tapes, CD's, etc) shall be responsible for obtaining the necessary licence from Phonographic Performances Ltd.
- 4.11 **Betting, Gaming and Lotteries:** Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.
- 4.12 The person or organisation, to which the Hall is let, shall be responsible for seeing that the requirements of the relevant legislation are strictly observed.

5 Public Performances & Entertainment

- 5.1 The Village Hall holds a Theatre Licence and a Public Entertainment Licence.
- 5.2 The conditions and regulations governing the issue of these licences must be strictly observed. They are situated on the Notice Board in the entrance Lobby and a copy may be obtained upon request.
- 5.3 Special conditions apply to Public Performances and will be made known to Hirers.
- 5.4 The Hirer or nominated adult (21 or over) must be in charge of and on the premises during the whole time the premises are open to the public.
- 5.5 For public events, two competent stewards (identified by wearing a suitable armband) must be in attendance and instructed by the hirer in the safety precautions above.
- 5.6 Nothing shall be done that will endanger the safety of people in the Hall or render invalid the policies of insurance relating to the Hall or its contents.
- 5.7 All fire exits, gangways, corridors, stairs and external passageways to be kept free from obstruction at all times.
- 5.8 Fire equipment are inspected regularly and must be kept in their proper places and used for no other purposes. Hirers are responsible for making themselves aware of the location of fire equipment.
- 5.9 A portable ramp for wheelchair users is located in the entrance lobby of Freshfield Hall. This must be put in place ready for all events to which the public are admitted.
- 5.10 Wheelchairs must not block gangways, entrances or fire exits whilst in the hall.
- 5.11 Temporary alcohol licences can be obtained from Wealden District Council.

1st August 2008