

Forest Row Village Hall

Summary of Rules Governing use of Premises

1. A full set of rules will have been issued to you when the premises were first booked. Your organiser must be familiar with these.

NOTICES

2. No notices are to be displayed without the special permission of the Hall Management Committee
3. External notice boards are available for hirers to advertise their events which must not be displayed earlier than 14 days before the event.

LICENCES

4. The conditions governing the issue of Theatre and Public Entertainment licenses must be strictly observed. These are situated on the Notice Board in the entrance Lobby and a copy may be obtained on request.
5. The hirer will be responsible for ensuring that nothing shall be done on or in relation to the premises in contravention of the law relating to Betting, Gaming and Lotteries.

PUBLIC SAFETY

6. A NO SMOKING policy operates in the Village Hall and must be adhered to at all times
7. The hirer or nominated adult (21 or over) must be in charge and on the premises during the whole time they are open to the public.
8. 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.
9. Hirers are responsible for making themselves aware of the location of appropriate fire equipment
10. The use of candles/tea lights, any appliance with a naked flame or indoor firework is **strictly forbidden**. This is laid down in our insurance policy which would be invalidated in the case of a fire and the hirer would be held responsible for any costs arising.
11. Hirers will be held responsible for making good any damage or losses during the hire period.
12. Hirers must not exceed their contracted hours without prior permission of the Management Committee
13. Hirers are expected to make good any damage or losses to fixtures or fittings during the hire period.