



Rules and Regulations

FOREST ROW VILLAGE HALL (Reg. Charity No. 1166254)
The Square, Forest Row, East Sussex, RH18 5ES

Tel: 01342 824961

Website: www.forestrowvillagehall.org

1 General

- 1.1 The Village Hall is a registered charity, number 1166254, and is governed by the Forest Row Village Hall Management Committee.
- 1.2 There are two halls known as the Peter Griffiths Hall (small hall) and the Freshfield Hall (large hall), plus the British Legion Room (committee room) 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. It consists of representatives of organisations using the Village Hall, two representatives from the Parish Council, and other co-opted individuals.
- 1.5 The Hirer is deemed to be the person completing the booking form and paying for the event. Booking forms may be completed by a representative of the Hirer (e.g. secretary or treasurer).
- 1.6 The Village Hall is primarily for the benefit of Forest Row residents (those residing in the civil parish of Forest Row) and organisations, who enjoy favourable rates of hire.
- 1.7 Two noticeboards are located in the lobby of the Freshfield Hall, one locked displaying Hall licences and information for Village Hall Hirers, the other freely accessible for Hirers to advertise their events.
- 1.8 External noticeboards are also available for Hirers to advertise their events. Notices must not be displayed earlier than 14 days before the event.
- 1.9 The Village Hall has provisions for wheelchair access, which include a ramp for wheelchair users which is located on the western/A22 side of the building.

2 Terms and Conditions of Hire Bookings

- 2.1 The Hirer must be at least 21 years of age.
- 2.2 All booking applications must be made to the Bookings Office by person, post, phone or email.
- 2.3 A booking form must be fully and clearly completed for each booking.
- 2.4 Bookings are only confirmed once a fully completed booking form has been submitted and the requested payment has been made.
- 2.5 Provisional bookings may be made but must be confirmed within 7 days.
- 2.6 The Management Committee reserves the right to refuse a booking application.
No reductions are made for charities.
- 2.7 Bookings made for public performances must be made no later than 2 months before the event.
- 2.8
 - a) Bookings made for private parties, young children's parties, weddings, dances, discos or any other singular event, are to be paid in full before the event.
 - b) For such events a returnable deposit will be taken at the time of confirmation. A proportion of this deposit may be deducted if an event overruns past its booking (except if through fault of the hall or due to the previous booking overrunning), extra cleaning is required or in the case of damage.
- 2.9 Any clearing up time past midnight is charged at £30 for one hour or part there of by prior arrangement.
- 2.10 For a series of weekly events new hirers must pay the first month's installment in advance. Longstanding regular Hirers will be billed monthly in arrears.
- 2.11 If a booking is cancelled within 14 days of the hire date no refund will be given. If the same event is re-booked within six months a discretionary amount of 2/3 of the booking fee will be credited against the new booking.
- 2.12 Temporary alcohol licences (Bar Licence) for the sale of alcohol can be obtained from the Bookings Office or Wealden District Council. Only apply for your licence once you have submitted your booking form and had confirmation that the desired booking times are available.
For more information see:
www.wealden.gov.uk/Wealden/Business/Licences_and_Registers/AlcoholandEntertainmentLicensing/PHCS_Temporary_Events.aspx#licenceapply

3 Hirer's Responsibilities

- 3.1 Hirers will be held responsible for making good any damage or losses to the Village Hall during the hire period.
- 3.2 Any accidental damage to the Village Hall or breakages of Village Hall property including fixtures, fittings, crockery and appliances must be reported to the Bookings Office as soon as possible after the event.
- 3.3 Hirers are expected to leave the Village Hall in a tidy condition. Any spillages should be mopped immediately.
- 3.4 The use of sticky tape and/or drawing pins on doors, walls, ceilings or any painted surface is forbidden. Blue/white tac or similar substances may be used as a temporary measure only.
- 3.5 The use of candles/tea lights, any appliance with a naked flame or indoor fireworks is strictly prohibited.
- 3.6 Hirers should ensure that no undue noise is allowed to interfere with the comfort of other Village Hall users or local residents. Music must cease at 12 Midnight.
- 3.7 The Hirer or nominated adult (21 or over) must be on the premises, and have overall responsibility during the whole time of the booking.
- 3.8 All accidents are to be recorded in an Accident Book before the end of the hire and reported to the Bookings Office as soon as possible. Accident Books can be found in the green first aid boxes, one of which is located in the Freshfield Hall kitchen and the other in the Peter Griffiths Hall servery.
- 3.9 Keyholders:
Hirers who hold keys to the Village Hall are responsible for ensuring that all doors, fire exits and windows are closed, all lights are turned off and the heating is turned down at the end of every event. The Village Hall must be left secure.
Hirers MUST NOT use the keys for any other purpose other than opening and closing for their own organisation's booked events. Keys should not be identifiable as coming from the village hall.
- 3.10 Music Copyright:
The Village Hall is licensed with the Performing Rights Society for the performance of copyrighted live music controlled by the aforementioned society.
Recording Copyright:
The Hirer for an event where a licence fee is payable for the public performance of recorded music (e.g. CDs, mp3s, streamed music, records, tapes etc) shall be responsible for obtaining the necessary licence from Phonographic Performances Ltd.
- 3.11 Betting, Gaming and Lotteries:
All such activities shall not contravene any laws in place relating to betting, gaming and lotteries.
- 3.12 Insurance:
Commercial hirers are required to take out sufficient insurance. A copy of this insurance should be provided at the first time of booking.
Hirers for private events are advised to take out sufficient insurance.
- 3.13 The Hirer shall be responsible for ensuring that the requirements of relevant legislation are strictly observed.

4 Public Performances & Entertainment

- 4.1 The Village Hall holds a Theatre Licence and a Public Entertainment Licence. The conditions and regulations governing the issue of these licences must be strictly observed. They can be found on the notice board in the entrance lobby of the Freshfield Hall.
- 4.2 Nothing shall be done that will endanger the safety of people in the Village Hall or cause damage to the Village Hall's contents, structure or surroundings.
- 4.3 All fire exits, gangways, corridors, stairs and external passageways must be kept free from obstruction (including from wheelchairs, buggies etc) at all times. The wheelchair ramp door must be unlocked during public performances.
- 4.4 Fire equipment is inspected regularly and Hirers are responsible for making themselves aware of fire exits and equipment. Fire safety equipment must be left in situ when not in use, and any loss or damage to this equipment must be reported to the Bookings Office as soon as possible.
- 4.5 The Hirer must ensure sufficient stewards are available to assist members of the public as necessary.

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