

**KINGSTON PARISH HALL**  
**THE STREET, KINGSTON NEAR LEWES**  
**BN7 3NT**  
(REGISTERED CHARITY NO 219819)

Booking Secretary: Ms. Jenny Elliot

Tel: 01273 480862

## TERMS AND CONDITIONS OF HIRE

**Note:** If the Hirer is in any doubt as to the meaning of the following the terms and conditions Hall Booking Secretary should be consulted immediately.

Kingston Parish Hall (the Hall) is administered by its Management Committee (the Committee) according to the terms of a governing Deed, a copy of which may be viewed on request to the Chairman. Members of the Management Committee are also Trustees of the charitable trust to which the Hall belongs. The Committee is responsible under the authority of the Charities Act for the enforcement of all relevant laws and regulations.

For the purposes of these Conditions of Hire, the term "Hirer" shall mean the individual, or where the "Hirer" is an organisation, the Authorised Representative and the term Committee, (referred to above) or Booking Secretary shall mean a nominated Representative appointed by the Committee of Trustees for the Hall. The "Period of Hire" shall mean the time of entry until departure. This period shall include any set up and clear up times associated with the event for which the Parish Hall has been hired.

1. THE HIRER during the period of the hiring shall be responsible for the care and supervision of the premises the fabric and the contents and their protection from change or damage of any sort. The hirer shall also be responsible for ensuring the good behaviour of all persons using the premises in whatever capacity and for providing proper supervision of car parking arrangements so as to avoid obstructing the highway or the entrances to private driveways.
2. **The Hirers special attention is drawn to the fact that the Committee only carries insurance against those risks which are their legal liability as the Managers of the Hall. Their insurance does not cover those risks which are the legal responsibility of the Hirer who is**  
**strongly recommended to arrange an insurance cover appropriate for the purpose for which the Hall is being hired.**
3. The Hall is licensed for entertainment; including plays, music, dancing and other similarly related activities. Licensing **does not** include the sale of alcohol.  
*(Note): The Licence does not cover Hirers who are commercial organisations or individuals earning an income from their provision of services or activities offered or performed.*
4. THE PREMISES shall not be used for public entertainment on Sundays Christmas Day or Good Friday or on Mondays to Saturdays between the hours of midnight and noon unless special permission has been issued by the Committee and Lewes District Council (*where applicable*).
5. THE HIRER shall obtain any other necessary licence; not covered by paragraph(s) 2 and/or 3 above. If the sale of alcohol is proposed a Temporary Events Notice (TEN) is required and submitted; obtainable from Lewes District Council.
6. THE HIRER shall not sub-let the premises or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof or allow the consumption of alcoholic liquor therein without written permission.
7. THE HIRER shall notify the Booking Secretary immediately of any damage caused and indemnify the Committee for the cost of repairing damage done to any part of the property including the curtilage thereof or to the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
8. IF THE HIRER wishes to cancel the booking

before the date of the event, this must be done through an email sent to the booking secretary as soon as possible. Any cancellations within 48 hours of the event will be charged.

9. AT THE END of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured with any contents temporarily removed from their usual positions being properly replaced. The Committee reserves the right to recover all reasonable costs incurred resulting from failure of the Hirer to comply with this requirement.
10. THE COMMITTEE reserve the right to cancel the hiring in the event of the Hall being required:
  - a) use as a Polling Station for a Parliamentary European Parliamentary or Local Government election or by-election or Referendum; *OR*
  - b) the Parochial Church Council of the Parish of St Pancras on Sundays and on usual festival days for ecclesiastical or charitable purposes with the Church of England.

In which case the Hirer shall be entitled to a refund of any monies already paid. The Committee shall not be responsible for any costs whatsoever arising out of such a cancellation.

11. THE COMMITTEE shall not be liable to the Hirer for any loss or damage whatsoever resulting from the Hall being rendered unfit for the use for which it has been hired.
12. OUTBREAKS OF FIRE: The Fire Brigade shall be called to any outbreak of fire however slight and details thereof shall be given immediately to the Booking Secretary.
13. **THE HIRER must at all times during the period of the hiring keep the fire escape doors and lobbies at the front and side of the Hall the single door and access way at the rear of the stage and the external pathways on the north and west side of the building clear and free from obstructions and ensure that emergency exit signs over both pairs of inner double exit doors to the Hall are switched on during the whole of the time the Hall is in use. The switches for the fire exit signs are on the right hand side of the doors.**

14. THE HIRER at the commencement of the period of hiring must familiarise him/herself with the fire evacuation procedure and with the position of all items of fire-fighting equipment which are as follows:-

- Two of, Gas/Water fire extinguishers - one by each of the two pairs of inner double exit doors in the Hall;
  - One of, Fire Blanket and one of, Co2 fire extinguisher in the Kitchen fixed to the wall;
  - One of, Co2 Fire Extinguisher for electrical fires by the inner double exit doors at the front of the Hall.
15. There is audio-visual equipment available for use in the hall - the main units are located in a locked black cabinet on the left of the stage. The equipment consists of a projector, amplifier, microphone and mixer (which will take a computer input), a CD/DVD player and a TV tuner. Step by step operating instructions are in a blue folder in the cabinet and potential users should familiarise themselves with these instructions. A Member of the Committee is available to advise use of the media equipment. Please contact the Booking Secretary for details. **The power for the equipment MUST be turned off after use and the cabinet securely locked.**
  16. **AT THE END of the hiring the Hirer shall be responsible for removing all goods, equipment and other items brought into the Hall and for turning off electric heating, lighting and other electrical equipment INCLUDING THE EXTERNAL LIGHTS and the hot and cold water taps and for returning the key as agreed with the Booking Secretary. The Hall shall be vacated quietly and no later than 12.00 midnight.**
  17. IN AN EMERGENCY the following information may assist the Hirer:
    - The electrical switches are in the cupboard in the north east corner of the Hall (on your left as you enter the front inner double doors).
    - There is a 'trip switch' in the electrical cupboard. In the event of the power circuit failing to reset the trip switch but if it keeps tripping turn off all the appliances and reset the switch and test to see which appliance is causing the

problem AND REPORT TO THE BOOKING SECRETARY.

- The main water stop cock is in the male toilet at floor level by the urinal.
- There is a first aid box in the wall cupboard in the kitchen.

18. **THE HIRERS special attention is drawn to the fact that the number of persons permitted on the premises at any one time by the Licensing Authority is as follows and that on no account must the attendance ever exceed these figures:**

- **100 when used for theatre style/close seating**
- **150 when used for dancing.**
- **80 when used for functions utilising seating at tables.**
- **100 when used for functions combining dancing and seating at tables.**

19. NO PERSON may hire the Hall if they are under the age of eighteen years or twenty one years if the hiring is for Public Entertainment or Theatre.

20. THE HIRER must at all times during the hiring take all necessary steps to prevent a nuisance to the Village in general and the residents of The Street in particular when arriving and leaving or using the Hall especially by making excessive noise or obstructing driveways.

21. THE HIRER'S special attention is drawn to the fact that they are responsible for the safety of all property brought into the Hall during their period of hiring whether on a permanent or temporary basis. The Committee accepts no responsibility for any loss or damage from whatever cause to such property whomsoever is the owner and strongly advise the hirer to take out such insurance as may be considered appropriate.

22. THE HIRER is strictly prohibited from entering into or using the roof space over the Hall and Stage and must ensure that nobody using the Hall is allowed to climb on the flat roofs on the south and west sides.

23. **THE HIRER must not fix any notices decorations etc. to the walls and/or ceilings with drawing pins, staples, sellotape, blu-tack or by any other method, The Hirer may fix items to woodwork with sellotape**

**or blu-tack (NOT DRAWING PINS) but may use drawing pins (NOT STAPLES) to fix items to the pin rail which runs around three sides of the Hall at or near to the level of the 'Exit Signs' and also to the pin boards in the front lobby and at the back of the Stage. The use of aerosol cans as sprays for decorations etc. is prohibited.**

24. THE HIRER is advised that a supply of one pound or two pound coins will be required for the electric prepayment meter for power and additional heating.

25. THE HIRER'S special attention is drawn to the fact that the electrical circuits in the Hall are NOT fitted with any surge protection devices and they are strongly recommended to provide their own surge protection if they connect any computers, Public Address or Hi Fi systems, or similar equipment to the mains supply in the Hall.

26. THE HIRER is to remove all food, drink and other waste from the Hall at the end of the hiring. The floor should be vacuum cleaned or swept accordingly and any spillage mopped up and cleaned appropriately. In order to prevent vermin, all such waste must not be left outside the Hall.

27. It is the Hirers responsibility to leave the hall clean and tidy ready for immediate occupation by the next hirer.

28. Failure to comply with these Terms and Conditions, including occupation of the hall outside of the agreed hire period, may result in forfeiture of some or all of the deposit.

**PLEASE SEE FOLLOWING ADDITIONAL TERMS AND CONDITIONS APPLICABLE DURING THE COVID-19 PANDEMIC**

## COVID-19

### ADDITIONAL TERMS AND CONDITIONS FOR HIRE OF KINGSTON PARISH HALL

**SC1:** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**SC2:** You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care when cleaning electrical equipment.  
Use cloths - do not spray!

**SC3:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

**SC4:** You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC5:** You will ensure that no more than 30 (Thirty) people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes any one-way system (if implemented by the hirer) within

the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

**SC6:** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC7:** You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape or similar layout.

**SC8:** You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details)

**SC9:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the toilets and other places before you leave the hall, taking all rubbish with you on departure.

**SC10:** You will be responsible, if drinks or food are served, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away.

**SC11:** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC12:** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you will Inform the Booking Secretary 01273 480862 or Chair of the Trustees 01273 471676 immediately.

**SC13:** In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC14:** Other special points as appropriate. E.g. For performances and other events with seated audiences: [You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row. You will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards].

**END**