

HAMMERWOOD & HOLTYE HALL

CONDITIONS OF HIRE & HIRE AGREEMENT – MARCH 2025

1. The **Hirer** is the person or persons in whose name the Hall is booked.
2. The **Hirer** agrees that, during the period of hire, they will be responsible for the supervision of the premises, the fabric and contents and the behaviour of all persons using the premises during the hire, including the supervision and use of the car park.
3. The care and safeguarding of children at the hall is the responsibility of the **Hirer** and children must be properly supervised at all times by a responsible adult.
4. The Management Committee (“the **Committee**”) is not responsible for any item or equipment brought into the Hall by the **Hirer** or attendees at the function. All such items must be removed from the Hall at the end of the hire period, unless specifically agreed with the Bookings Secretary.
5. The **Committee** has Public Liability Insurance to cover the use of the Hall by private hirers only. If you are a professional **Hirer** or business or corporate body, you will be required to provide a copy of your Certificate of Insurance to cover your activities to the Bookings Secretary prior to the hire.
6. The **Hirer** must ensure sufficient time to include setting up and clearing up has been included in the hire period. Please note if your event extends beyond the booked time, you may be subject to an additional charge.
7. The **Hirer** is responsible for paying for the electricity at the Hall for heating, cooking and hot water (including the kettle) by inserting **£1 coins** into the electricity meter in the kitchen. The **Hirer** is responsible for ensuring they have sufficient £1 coins to cover the duration of their hire. The cost of lighting the hall is included in the hire charge.
8. The **Hirer** shall not use the premises for any purpose other than that described in the Hire Agreement and may not sub-hire or allow the premises to be used for any unlawful purpose or used in any way which would invalidate the Hall's public liability insurance.
9. The **Committee** has prepared a risk assessment for the use of the Hall. It is the responsibility of the **Hirer** to familiarise themselves with this document and to comply with any requirements.
10. The **Hirer** shall be responsible for obtaining any such licences as may be needed for the sale or provision of alcohol or the playing of music for a paying event. A Temporary Events Notice (TEN) can be obtained from <https://www.wealden.gov.uk/licences-and-registers/licensing/alcohol-and-entertainment-licensing/temporary-events/>. If you are providing music for the event, it may be necessary to obtain a licence from the Performing Rights Society. <https://www.prssformusic.com/licences>.
11. The Car Park is for parking vehicles only and should not be used as part of the venue, unless agreed with the Bookings Secretary prior to the hire. Children must be supervised in this area at all times.

There must be no children's games in the car park, the lane or the layby on the main road. Access to the field surrounding the hall is strictly prohibited.
12. **Please do NOT feed or disturb the horses.** You must not hang balloons or any other decorations to the trees or fencing surrounding the car park. You may hang balloons at the entrance to the car park, but they must be taken down after the event.
13. The **Hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting, lotteries or any other activities.
14. The **Hirer** shall ensure they are aware of and comply with any conditions and regulations covering the hire of such premises to ensure that the Hall is used safely.
15. It is the responsibility of the **Hirer** to ensure that all attendees are aware of the fire exits and what to do in the event of a fire or an accident.
16. The **Hirer** must record all accidents involving injury to an individual in the accident book located in the kitchen and report any serious incidents to the Bookings Secretary immediately.
17. A ladder is not provided at the Hall. Chairs or tables may not be used to hang decorations from the cross rails.
18. The **Hirer** shall be responsible for any breakages or damage done to any part of the premises and will be responsible for the cost of repair or replacement. Any damage or breakages must be reported to the Bookings Secretary.

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Secretary as soon as possible. A **Hirer** will be required to provide a £40 deposit at the time of booking, which will be returned after the hire if there is no damage or breakage.

19. Any malfunction of any equipment in the Hall must be reported immediately to the Bookings Secretary.
20. The **Hirer** shall leave the Hall in the condition in which it was found. Care must be taken when moving tables and chairs which must not be dragged across the wooden floor. Chairs must be stacked no more than five chairs high. Tables must be secured back into position in the storeroom. **Children are not permitted in the storeroom.**
21. **All** rubbish must be removed from the Hall, including but not limited to the bin in the kitchen and waste paper towels from the toilets. General rubbish should be placed in secured (tied) black sacks in the general rubbish bin outside the hall. **Please separate recycling from general waste and place in the appropriate bins outside the hall.** If these conditions are not met the **Committee** reserves the right to make an additional charge to the **Hirer**.
22. Where a member of the **Committee** is not present at the end of hire, the **Hirer** shall ensure that all windows are firmly shut and all doors locked at the end of the hiring; all light and heating must be turned off and the key returned to the Bookings Secretary or other member of the **Committee**, as appropriate or replaced in the key safe.
23. **The Hirer shall ensure that no stiletto heels or spiked shoes are worn in the Hall.**
24. **The Hirer shall not stick any notice or attach decorations etc to the painted wall surfaces as this causes damage to the paintwork.** Any damage to the paintwork or the wooden floor may incur an additional charge to the **Hirer**.
25. If the **Hirer** brings electrical equipment in to the hall for use during the term of hire, they must ensure that the equipment is safe and in good working order.
26. The **Hirer** shall ensure that no animals (except assistance dogs) are brought into the Hall, without the express permission of the Bookings Secretary.
27. If the **Hirer** wishes to cancel the booking, they must give as much notice as possible **but no less than twenty four hours' notice.** **If this condition is not met, the Hirer will be charged 50% of the hire charge.**
28. If the **Committee** is required to cancel a booking at short notice for example in the event that the Hall is required to be used as a Polling Station, the **Committee** will notify the **Hirer** as soon as possible and the **Hirer** shall be entitled to a refund of any monies paid if an alternative hire date cannot be found.
29. The **Committee** reserves the right to refuse a booking or to cancel a Hire Agreement at any time provided seven days' notice is given in writing to the **Hirer**. The **Hirer** shall be entitled to a refund of any monies already paid in respect of the hire.
30. All events must finish by **11pm**, which includes any clearing up time. **The Hirer must ensure that any noise by attendees at the event is kept to a minimum, especially when leaving the event late at night.** Please respect the residents.
31. The **Hirer** is responsible for the safe use of the car park and for informing attendees of the parking restrictions. **There must be no parking on the lane – this is an emergency access route and must be clear at all times.**
32. **Bouncy Castles may not be used at the venue.** The **Committee** will not be held responsible for any actions as a result of such use where this has been expressly prohibited.
33. **Other forms of children's soft play may be used for an event, but the Hirer must obtain prior consent from the Bookings Secretary,**

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Signed

Committee Member

Date:

HIRE AGREEMENT

As **Hirer**, I agree to abide by the Conditions of Hire of Hammerwood & Holt ye Hall as outlined above.

Name of Hirer	
Address of Hirer	
Phone No.	
Email address	
Signature of Hirer	
Date	

Contact details: Bookings Secretary 07490 687955
bookings@hammerwoodandholtylehall.org.uk