

Heathfield and Waldron Parish Council

MEETING ROOM – 73 HIGH STREET, HEATHFIELD

Conditions of Use and Hire

1. **CORRESPONDENCE** - correspondence should be addressed to Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex, TN21 8HU.
2. **BOOKINGS** - All Bookings must be made on an official Booking Form, through the office and **must be paid for at the time of booking**. Cheques should be made payable to Heathfield and Waldron Parish Council. Submission of the Booking Form shall constitute acceptance of these Conditions.
3. **PURPOSE OF HIRE** –The premises shall not be used for any purpose or in any manner other than that stated on the Booking Form. The premises shall not be sub-let to another person or organisation.
4. **REGULATIONS** – All users of the meeting room are bound by the Conditions of Use and Hire laid out in this document. The decision of the Council in interpreting the Conditions is final.
5. **CANCELLATIONS** – **By Hirer:** All cancellations must be in writing and sent to the correspondence address shown at 1. above. In instances where less than 7 days' notice is given, the booking fee will be retained unless an alternative booking for that hire period is received.
By Council: If for reasons beyond the control of the Council, the Council is unable to provide the facilities on the Hire Date, the booking will be cancelled and all hire charges will be refunded in full. This shall be the limit of the Council's liability.
6. **RESPONSIBILITIES OF THE HIRER:**

The Hirer will be responsible for:
 - 6.1 ensuring that no undesirable person(s) shall enter the premises;
 - 6.2 ensuring that sufficient responsible persons are in attendance and provide supervision at the function.
 - 6.3 ensuring that there is no infringement of copyright during the period of the hire and that the requirements of the Performing Rights Society Limited in relation to musical works are complied with;
 - 6.4 ensuring that any electrical appliance used in the premises shall be safe and in good working order and used in a safe manner;
 - 6.5 for any damage caused to the premises or equipment during the period of hire and as a result of the hire and shall pay to the Parish Council on demand any costs incurred in making good such damage.

- 6.6 for ensuring no gaming, betting games or lotteries shall be carried on in the premises in contravention of the Betting Games and Lotteries Acts.
- 6.7 **FIRE** - for ensuring that all exit doors are unlocked and unobstructed.
- In the event of a fire alarm sounding (loud continuous siren) the hirer is to evacuate the building as soon as possible, in liaison with office staff. The Assembly Point is to the rear of the office and **call the Fire Service by dialling 999** stating the address of the premises as Heathfield and Waldron Parish Council Office, 73 High Street Heathfield, East Sussex TN21 8HU.
7. **SMOKING** – No smoking is allowed in any part of the Offices. No Smoking notices are displayed and failure to comply with this Condition may result in the loss of your deposit.
8. **INDEMNITY AND INSURANCE** – The Hirer shall be liable for and indemnify the Council against any liability, loss, claim or proceedings however arising as a result of the hiring. The Hirer may consider it prudent to effect insurance against potential liability arising from the hire.
9. **CHANGE OF REGULATIONS** – The Council reserves the right to amend these Conditions of Use and Hire at any time and the Conditions in force shall be those applying at the date of hire.
10. **COMPLAINT** – Any complaint by the Hirer in respect of use of the meeting room shall be made to the Clerk to the Parish Council in writing within 7 days of the date of the hiring and addressed to the correspondence address shown at 1. above..
11. **SECURITY** – Would all users of the premises ensure that they do not leave packages or parcels behind at the end of their hiring period.

Important Note: Hirers confirm their acceptance and understanding of these terms and conditions by signing and returning the Booking Form