

**LICENCE FOR THE USE OF THE CHICHESTER HALL,
WITLEY, SURREY**

REG CHARITY NUMBER 254965

By this Licence the Management of The Chichester Hall, Witley, agrees with

MR/MRS/MS of

POSTCODE

TELEPHONE

EMAIL ADDRESS

(The Licensee)

To permit the use of the Hall, or any parts thereof, on the dates shown and subject to the terms and conditions set out below and overleaf.

	DATE(S)	SESSION(S)	FEE
Main Hall			
Swallow Room			
Damage deposit			
Bank transfer to sort code 309349, account number 00072550 (ensuring your name is within the payment detail)		TOTAL FEE £	

Purpose of hiring. Please indicate if this is a private or public event.

Will alcohol be available for sale at your event? YES/NO

If yes, please seek further information from the Bookings Secretary as you may require Hall permission to apply for a Temporary Event Notice.

I CONFIRM THAT I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH THE TERMS AND CONDITIONS OF HIRE OVERLEAF.

Return this form indicating that you completed a bank transfer to the Booking Secretary, thechichesterhall@gmail.com. We suggest that you take a copy and retain for your records.).

Signed..... Date.....

TERMS AND CONDITIONS OF HIRE

- 1) The Licensee is to keep the Trustees indemnified against any liability for any personal injury, damage to property, or other loss, however caused, either sustained by the persons using the Hall during the booking, or caused by the fault or breach of duty of any such person, unless and to the extent that such injury, damage or loss is caused by the fault or breach of duty of the Trustees, their servants or agents.
- 2) A damage deposit may, at the sole discretion of the Trustees, be charged and returned if no damage is sustained to the Chichester Hall. If damage is sustained the deposit will not be returned. A further charge may be made should the deposit not cover the cost of repairing any damage occurred **either/or** the Licensee shall make good breakages, damage or other deficiencies whether accidental, wilful or otherwise caused to the Hall or its fixtures, fittings, equipment or any other thing during the period of use, whether or not such damage or deficiencies have been notified by the Committee to the Licensee.
- 3) The Licensee agrees to be present (by his/her authorised representative if appropriate) during the hiring and to comply fully with the terms and conditions of the licence.
- 4) The Licensee shall obtain the written consent of the management committee on the form provided for this purpose before applying to the Licensing Authority for a Temporary Event Notice (TEN)(A TEN is a licence required to cover an event not included in the Village Halls Premises Licence). Failure to do so will result in the cancellation of hiring, at any time prior to the hiring, without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of cooperation could affect future fundraising activities by the hall management committee and local voluntary organisations.
- 5) The Trustees reserve in their absolute discretion the right to refuse, cancel or amend a booking. Should such discretion be exercised the Licensee will be notified as soon as practicable, and any fees paid will be returned to the Licensee where appropriate.
- 6) The Licensee should read and familiarise themselves with the cancellation policy shown on the Chichester Hall Website – www.thechichesterhall.org.uk. This will be followed in the event of cancellation.
- 7) The Licensee shall not sub-let the premises nor use them for any unlawful purpose and maintain good order throughout the period of use.
- 8) The Licensee shall note that naked flames are not permitted within the hall and ensure that studs, stiletto heels or any other damaging clothing or equipment are not used in any of the rooms comprised in the Hall throughout the period of use
- 9) The Licensee shall note that numbers are limited to 238, based on the terms of our licence.
- 10) The Licensee shall be responsible for and provide their own insurance for any items they bring into the hall. They are also left in the Hall at Licensee's own risk.
- 11) The Licensee shall read and familiarise themselves with the safety documents provided on the Chichester Hall web-site (Health & Safety Policy, Risk Assessment, Fire Safety Risk Assessment, Emergency Plan, Key Plan) and shall observe the safety rules set out below in order to minimise risks:
 - Slips, trips and falls:
 - Avoid slipping hazards on stairs, polished or wet floors - mop spills immediately
 - Avoid tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - Use adequate lighting to avoid tripping in poorly lit areas
 - Working at height:
 - Follow the HSE guidance on the safe use of stepladders, which is printed and positioned adjacent to the stepladder for your use.
 - Vehicle movement:
 - For large events, use the portable sign provided telling other users to park elsewhere.
 - Ensure that vehicles are parked responsibly and do not endanger the safety of other users or of those using the public highway.
 - Electricity
 - Do not bring onto the property any portable electrical appliances that have not been PAT tested.
 - Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
 - Report any evidence of damage or faults to equipment or the building's facilities.
 - Stored equipment
 - Avoid creating toppling hazards by piling equipment e.g. in store cupboards
 - Manual handling
 - Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs). Use trolleys provided.
 - Asbestos
 - Entry to electrical equipment casings is not permitted by any unauthorised personnel.
 - Fire
 - Make sure that all emergency exit doors are clear and unblocked as soon as the hall is to be used and throughout the hiring.
 - Make sure that fire and safety equipment is not misused or moved from its designated location.
 - Make sure that illuminated fire exit signs are on and entrance doors closed for all public entertainment events.
 - Gas
 - Report any evidence of damage or faults to equipment or the building's facilities.
- 12) The Licensee shall be aware of their health & safety responsibilities, in particular as the Temporary Responsible Person under the Regulatory Reform (Fire Safety) Order 2005. An example checklist for a Temporary Responsible Person is appended to the Fire Safety Risk Assessment.
- 13) The Licensee shall observe the opening and closing instructions provided on the information sheet within the timings of the agreed hire period.
- 14) The Licensee shall clear and leave in a clean and tidy condition all parts of the Hall within 15 minutes of the end of the period of use. It shall be at the discretion of the Committee whether any failure on the part of the Licensee or his servants and agents to observe this condition shall result in the payment of an additional fee.
- 15) The Licensee shall switch off all lights/appliances before leaving and secure the premises as instructed in the information sheet.