



Beeding & Bramber Village Hall
High Street, Upper Beeding
West Sussex BN44 3WN
Registered charity number: 305435

Booking conditions of hire

Last update: April 2023

POLICES & PROCEDURES

We would highly recommended familiarising yourself with all of our policies and procedures. You can access the following policy and procedures in full, from our hirer DropBox

<https://www.dropbox.com/sh/ma27qqgftl0116t/AABHYt6dWac6gkze7OWglhPWa?dl=0>

- Safeguarding policy
- Code of Conduct policy
- Health & Safety policy
- Financial policy
- GDPR policies

1. BOOKING CONDITIONS

By choosing to book and pay for your event means you agree to enter and consent to a binding contract with the Beeding & Bramber Village Hall and agree to our conditions of hire. Failure to adhere to the conditions may result in your event being cancelled, refunds not being issued, occurring additional charges or legal action.

The Hirer may request to make reasonable changes (this excludes date changes) to the booking at any time up to 4 weeks prior to the event by giving notice of such proposed changes to our booking clerk. The proposed changes must be approved by the booking clerk to take effect.

Unless otherwise agreed by the booking clerk, your event must finish at the time specified as part of your booking, otherwise you will occur additional hire charges.

Your event must be conducted in an orderly and lawful manner. The Hall reserves the right to end and / or cancel your event if The Hall reasonably believes that your event is not being conducted in an orderly or lawful manner.

The Hall has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Hall termination of your event.

The Hall may only be booked for the purpose stated [on the booking form](#) and only the area paid for may be used.

The Hirer shall not sub-hire the premises or allow the premises to be used for unlawful or unauthorised activity. The Hirer (or their Authorised Representative, not being a person under 21 years of age), should be on the premises during the period of the booking. The Management Committee has the right to refuse a booking or entry to the venue without giving a reason.

2. BOOKING CHARGES

Each Hall or Room may be hired separately or collectively. The [charges are set out on our website](#) and are subject to change, if they do so and your booking is impacted we will let you know. Please note that any long-term, or block bookings are subject to regular review by the Hall Committee.

When The Hirer makes a booking, The Hall will hold the booking provisionally for 14 days or until the invoice is settled. If the event is not paid by the date due, The Hall reserve the right cancel the booking and resell the booking slot.

Please note that for bookings for parties / events and for wedding bookings can be made online via our website. Regardless of how the booking is made, you consent to the conditions of hire.



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We reserve the right to charge a refundable deposit for your events of up to £150. The deposit will cover breakages, damages and extra cleaning if required, and will be refunded within 28 days of your event providing everything is in order and your event finished before 00.00.

3. CANCELLATION POLICY

If The Hirer wishes to cancel the booking prior to an event, The Hirer must give notice in writing by email or letter to the booking clerk. We will always try to accommodate any changes and cancellations, especially during the current climate.

Our refund policy works as follows:

- **Three months** prior to booking – full refund.
- **One month** prior to booking – 50% refund
- **14 days** prior to booking – no refund

Where due to matters beyond the reasonable control of The Hall, any event that is cancelled or interrupted whether by Government restrictions, outside contractors, guests, acts of god, power blackout, Earthquake, Extreme weather, fire, floods, pandemics, man-made or other circumstances that prevent The Hall Village Hall from being able to perform its obligation under our Conditions of Hire, you release The Hall from any liability or loss for such matters, and consent to The Hall taking such action as it deems necessary to minimize damage or disruption in the interest of the safety of you and your guests.

If The Hall and / or your event space becomes unusable to you on the day of your Event, we will work with you to find the best possible alternative and will make all attempts to reallocate your event to an alternative day or Event space within the hotel. Your event payments will be transferred to an alternative date.

4. COVID-19

The Hall will act in accordance with the guidelines of the UK Government and information supplied by the Department of Health and will comply with all advice to prevent the spread of COVID-19.

We will follow all advice from the Government and Local Authorities. Upon acceptance of all Terms and Conditions you also consent to allowing us to implement any additional procedures that will be in the best interest of you, your guests, our staff and contributing suppliers.

5. LIABILITY AND RESPONSIBILITY FOR DAMAGE

The Hall, will be opened and available for you to use for free, 15 minutes before the hire starting time. We suggest contacting our caretaker to agree a mutually convenient time. The Hirer must be available at the starting time stated when booking, failure to arrive without advance notice of any issues, will mean you forfeit your booking.

The Hirer will, during the period of the hiring, be held fully responsible and accountable for supervision of the premises. The Hirer as part of the agreement, also accepts full responsibility for any damage, however slight, to the building and its contents and understand they accountable for any cost associated with repairs or loss of earnings.

The Hirer shall pay The Hall for the cost of repairing any damage to the venue where such damage was caused by the client or its guests during the event, along with any loss of earnings incurred by The Hall because of said damage or disruption to the venue.

The Hall will not be liable for any loss, damage, or injury to The Hirer property, or the property of The Hirer's guests or other persons for whom the client is responsible, unless such loss, damage or injury is due to negligence of the venue.



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The Hall will not be liable for any delay or failure to perform its obligations under these conditions of hire agreement, or any loss suffered by the client if such delay, failure or loss is due to circumstances beyond its reasonable control.

It is the Hirer's responsibility to obtain any required licenses where necessary and pay such fees or royalties as may be due. If providing paid for alcohol, the hirer will need to check if they need a [Temporary Events Notice or an alcohol license](#). The Hall must be vacated at the agreed time and in any event not later than 23.59 hours (17.59 hours on Sunday).

Nothing in this private hire contract excludes or limits either party's liability for death or personal injury caused by its negligence or for fraud.

Hirers must leave the Hall or Room in the same clean and tidy condition as they find it, failure to do so will result in a cleaning fee of £20 per hour which will be invoiced after the event.

6. HEALTH & SAFETY

Hirers should familiarise themselves with the health and safety policy as well as the locations of the Emergency Exits, Fire Extinguishers and the Safety Notices displayed in the Hall. They must ensure that access to the exits and equipment is kept free from obstructions and are always accessible. Our accident book, first aid kit and a folder containing all health and safety guidance can be found in the large kitchen adjacent to the main hall.

The management committee accept no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use the hall.

However, we always take reasonable measures to ensure that the following are safe for the expected use and maintain the following:

- the building
- the access and egress to it
- asbestos surveys and monitoring
- fire equipment and services
- movement around the building
- electrical equipment and services
- gas equipment and services

7. CAPACITY & CLOSE

For any function, the numbers present should not exceed 225 in the whole complex, 50 for the Beeding Room (Large Room) and 25 for the Bramber Room (the small room) and 150 standing in the main hall.

8. RESPECT FOR OUR NEIGHBOURS

Hirers are asked to make as little noise as possible, particularly after 23.00 hours. Music must finish at 23.00 hours (17.30 hours on Sunday).

The Hirer will be responsible for the supervision of people leaving their event and leaving the venue as it was found – clean and tidy.