

# SLAUGHAM PARISH COMMUNITY LAND TRUST

## THE PARISH HALL, HANDCROSS

Chairman: Mr Tim Arnold  
Albertine, Horsham Road  
Handcross, West Sussex, RH17 6DE  
Tel: 07590 621864

Secretary: Gail Boustead  
Hill View, High Street  
Handcross, West Sussex, RH17 6BJ  
Tel: 07887 535638

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## CONDITIONS OF HIRE

### Bookings

The Hall may be booked for recurring or single lettings. Hall hire is charged at an hourly rate.

1. The Management Committee can accept no responsibility for any loss or damage which may occur to any private property left on the premises or injury incurred when using play equipment.
2. A deposit may be requested when booking a large event.
3. The facilities and any equipment provided shall be left in a clean and tidy condition. Any damage or loss caused during the period of letting must be reported to the Booking Secretary as soon as possible. The Management Committee reserves the right to forward any charge for damages incurred during the booking.
4. The Hall will be opened and closed for your booking.
5. Public Liability insurance is held by the Parish Hall, although business users should make their own arrangements.

### Charges

1. Once your booking has been approved, an invoice will be sent to your registered email. This must be paid within 7 days of receipt. Payment by BACS, alternatively payment by cheque can be made by arrangement.
2. Block Bookers (those booking more than 10 sessions at one time) will be invoiced monthly, in arrears and payment terms are strictly 7 days from the date of invoice. Non-payment of outstanding invoices will prevent further use until payment is received.
3. Hirers may cancel bookings using the online booking system, giving a minimum of 14 days' notice.

### Cancellations/Refunds

1. Any cancellation of more than 14 days' notice: Full refund
2. Cancellations of less than 14 days' notice: At the discretion of the Management Committee.

### General Hire Conditions

1. Responsibility for the premises is with the Hirer during the period of access to the Hall. You must ensure that you include sufficient time within the time booked to allow for setting up for your event and for packing away and cleaning; in an effort to keep the cost of hire down, we do not employ cleaners to go in after every booking. All bins should be emptied and bags can be put in the blue bin outside the back door. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire. ***Please ensure you leave the Hall in the same condition that you would expect to find at the start of your own booking.***
2. Please do not use decorations or notices that require any pins, nails, screws, staples, sticky paper, Sellotape, Blu-tac (or equivalent) which may cause damage to the walls, ceiling or woodwork.
3. **UNDER NO CIRCUMSTANCES** must any attachments be made to the light fittings or any modifications made to the existing lighting unless specifically sanctioned in advance by the Management Committee. **NB this is essential to comply with Fire Regulations.**

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4. If any equipment used is likely to lead to damage eg a dartboard or balls other than those used in table tennis, arrangements must be made with the Booking Secretary beforehand.
  5. The Parish Hall Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use. The Hirer is responsible to ensure that the facilities are used in an orderly manner and every care taken to see that annoyance, particularly at night, is not caused to those living nearby.
  6. The Hirer is also responsible to ensure that the number of people attending does not exceed guidelines (see below, Music & Entertainment, 2(d)).

### Safeguarding

Handcross Parish Hall Management Committee views the safeguarding and welfare of children and adults at risk from abuse or neglect and safety of all hirers generally as a priority. We expect hirers who have responsibility for children or other vulnerable groups to have satisfied all the necessary safeguarding requirements.

### Health and Safety

1. The facilities shall not be used for any purpose other than that for which they have been booked. The Parish Hall operates under the [HEALTH & SAFETY ACT 1974](#) and all notices are to be adhered to.
2. The Hirer must nominate a person for the Safeguarding of Children and Vulnerable Adults. Relevant organisations should have a Child Protection Policy.
3. The Hirer shall nominate a responsible person who will be in attendance at all times during the period of hire and who will be responsible for ensuring that the Conditions of Letting are carried out. Please notify the Booking Secretary should any first aid items be used. Details of any accidents must be entered in the Accident Book (attached to the notice board at the rear of the Hall and should not be removed).
4. Smoking or vaping is **NOT** permitted in any area of the Hall.
5. Nothing shall be done that will endanger the policies or insurance in relation to the Hall or contents and in particular: No obstructions must be placed in gangways or exits.
6. No ball games or go-carts.
7. Bouncy castles or any similar inflatable play equipment is **NOT** permitted at any time.

### Licencing Laws

1. The requirements of the law in regard to the use of the facilities shall be complied with fully and any licences necessary shall be obtained; the Hirer shall pay any royalties or fees due.
2. No alcohol may be sold for consumption on or off the premises unless there is in force for such sales a [Temporary Event Notice](#) granted by MID SUSSEX DISTRICT COUNCIL for a specific function. It shall be a prior condition of the hiring of the Parish Hall, that the Management Committee may at its discretion, grant or refuse permission for the consumption of alcohol in the Parish Hall.
3. A Temporary Events Notice shall not be applied for without the prior approval of the Booking Secretary.

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### Music & Entertainment

#### 1 Musical Copyright

- a) The Hall is licenced with the Performing Rights Society for the performance of copyright music controlled by the Society and an annual fee is paid to the Society covering such performances.
- b) At the present time the Hall has no licence under the Theatres Act (1968). However, it is possible to obtain a Temporary Theatre Licence. The Booking Secretary must be given at least four weeks' notice of a stage production so the licence may be obtained from Mid Sussex District Council who themselves require three weeks' notice

#### 2 Music, Singing and Dancing

- a) The Hall is licenced for public music, singing and dancing and other entertainment of the like kind subject to the terms, conditions and restrictions of the licence.
- b) The premises may be used for the purpose of the licence on:
  - Monday to Sunday 0800 to 2359
  - New Year's Eve 0800 to 0100
- c) The premises shall not be used on Christmas Day or Good Friday.
- d) Number of persons permitted:
  - 200 dancing
  - 121 closely seated
  - 100 seated at tables

### Gaming, Gambling and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to gaming, gambling and lotteries and the person or organisation to whom the Hall is let shall be responsible for seeing that the requirements or the relevant legislation are strictly observed. [MSDC Licencing and Business](#) [Gambling Association](#)

### Fire Precautions

1. Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board at the rear of the Hall.
2. Fire appliances must be kept in their proper places and used for no other purposes.
3. Smoking and Vaping is **NOT** permitted in any area of the Hall.
4. Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of birthday cake candles.

### Access

There is access for wheelchair users and a designated lavatory. Assistance dogs are welcome in the Parish Hall.

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### **General Data Protection Regulations**

To comply with Data Protection legislation, we retain your contact details solely to enable us to manage your bookings of the Parish Hall. We do not permit any other party to have access to our records. Unless we hear from you to the contrary, we shall assume that you are in agreement with this.