

# HORSTED KEYNES VILLAGE HALL CONDITIONS OF HIRE - 2026

Please read the below conditions of hire below and contact the Bookings Secretary - [horstedkeynesvillagehall@gmail.com](mailto:horstedkeynesvillagehall@gmail.com) - if you have any questions.

1. Booking. All applications for the hire of the Hall must be made through the Hall's online booking site. The person named on that form shall be considered to be the Hirer. Where an organisation is named, the person signing thereby confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age and they must be present at the event at all times. If the Hirer is not able to be present at all times then they must nominate a representative who is also over 18 years of age and advise the Booking Secretary of the contact details for this person. The submission of a booking form confirms acceptance of all Conditions of Hire.
2. Hire Charges. The facilities available and the relevant hire charges are provided on the Hall's booking site and are available from the Booking Secretary. The rates are determined annually by the Village Hall Committee. For one-off events 50% of hire charges must be received to confirm a booking. Invoices will be sent automatically by the Hall's booking system. Payments should be made via the methods on the invoice unless other arrangements are agreed with the Booking Secretary. Remaining hire charges are payable within 14 days of receipt of the final invoice.
3. Cancellations: In the event of cancellation with less than 30 day's notice, the Village Hall Committee reserves the right to retain the 50% deposit paid. With fewer than 7 day's notice, the full fee is payable.
4. Hire Period. The hire period is the time that the Hirer commences and finishes using the area or areas involved. It **includes** the time taken for opening and setting up, clearing away and cleaning up.
5. Occupation and use. The hire of any part of the Hall is for the specific agreed times shown on the booking form/invoice and does not entitle the Hirer to use or enter the Hall at any other time. The Hall shall only be used for lawful activities.
6. Licences: The Village Hall Committee does not represent that the premises are suitable for any particular purpose and Hirers must satisfy themselves in this respect. The Hirer shall be responsible for obtaining such licences as may be needed - see <https://www.midsussex.gov.uk/business-licensing/temporary-event-notice/> for more detail. The Hirer shall not sublet the Hall or any part thereof.
  - 6.1. Alcohol. Alcoholic drinks may be served free but no sale of alcoholic drinks may be undertaken unless a Temporary Event Licence for the whole premises has been arranged.

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- 6.2. Music & Dancing. All the conditions attached to the Music Licence for the Hall shall be duly observed. All music must cease and the site vacated by guests by 11.45 pm. Those clearing up must vacate by 12am.
- 6.3. Public Entertainments & Theatre. The Village hall has an MLPC community film licence for non-profit events - conditions of this licence must be observed if showing films.  
If other Event or Theatre Licences are required the Hirer shall be responsible for obtaining them. N.B a Temporary Event Licence is required for any public/commercial events ending later than 11pm.
7. Shared Hiring. In the event that the hirer has not paid for exclusive access - if another part of the Hall is being used by a separate Hirer during the period of hire, the Hirer agrees to reasonably cooperate with and respect the requirements of that Hirer and not to obstruct or otherwise interfere with their activities or access. This requirement implies a reciprocal agreement by both Hirers. The Booking Secretary will advise hirers of concurrent bookings as soon as a second booking has been confirmed.
8. Smoking. Smoking and vaping is not permitted in any part of the Hall nor in the enclosed courtyard outside the Hall at any time. There are cigarette butt disposal bins outside the front porch. These must be used for extinguishing any cigarettes safely.
9. Capacities. The maximum number of persons allowed in the building at any one time is 120, with a maximum of 100 standing/dancing or seated at tables.
10. Safety. Hirers are responsible for the health and safety of all attendees at their event and for providing them with information about safety procedures. All Hirers must read the hall Health and Safety document before their event takes place and comply with the items within it. Any accident must be recorded in the Incident Book to be found in the kitchen and be reported to the Booking Secretary within 24 hours. No exits may be blocked, chairs or other obstructions must not be placed in front of heaters or fire appliances removed or tampered with and fire doors must not be propped open. No interference with or alteration to any fittings, controls or other equipment within the Hall is permitted, the only exception being fire-fighting devices in the event of an emergency, any use of which must be reported to the Booking Secretary immediately.
11. Security. The security of the building during the period of hire shall be the responsibility of the Hirer. If it has been agreed in advance that the Hirer shall be issued with the keys to the Hall, the Hirer shall be responsible for their collection, for opening and properly securing the building at the end of the period of Hire and for returning the keys as instructed. Keys not returned will be replaced at the Hirer's cost. All Hirers are responsible for properly securing the building at the end of the period of Hire.

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12. Conduct and Good Order. The Hirer shall be responsible for ensuring that good order is kept in the Hall during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise or light or obstruction by vehicles etc.
13. Children. The Hirer shall ensure that any activities for children comply with the provisions of the Children Act 2004 and/or current legislation and that only fit and proper persons have access to the children. Children must be supervised by an adult at all times.
14. Cleaning & condition on vacation. Cleaning equipment is provided in the hall cupboard next to the Men's lavatories and under the kitchen sink. On vacation of the building, the Hirer shall leave the building in a clean and orderly state. In particular:
  - 14.1. All rubbish and any other waste matter must be put in the outside dustbins
  - 14.2. The hall(s), kitchen and toilets must be left clean and tidy. Floors must be swept.
  - 14.3. In the kitchen, the crockery and cutlery must be washed, dried and replaced in cupboards and the oven/fridge/freezer cleared of all food brought and in the state they were found.
  - 14.4. All tables, chairs and other equipment must be replaced back in the halls/on the stage as found with chairs stacked inline with instructions in the small hall
  - 14.5. The outdoor courtyard must be cleared of any rubbish and if used all toys/outdoor play equipment must be replaced where found.
  - 14.6. All doors must be closed and locked.Failure to do this will render the Hirer liable for additional charges to cover intensive cleaning and or time to put the equipment back in order.
15. Breakages and Damage. The Hirer is responsible for all damage to the Village Hall, equipment, furniture and property in the building and grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will be responsible for replacement 'as new' of any equipment, furniture or property and for the full cost of any missing items and of making good any damage to the Halls, fixtures and fittings or liable for the cost of these repairs/replacements being organised by the Village Hall Committee - costs will be agreed in writing in advance of work instruction/ordering of goods.
16. Culpability. Except for wilful negligence on the part of the Village Hall Committee, during the hiring period the Village Hall Committee shall not be responsible for any losses or damage to the Hirers or any third parties property arising out of the hiring nor for any loss damage or injury which may be incurred by or be done to or happen to any person or persons using the Hall or its surroundings arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer agrees to indemnify the Village Hall Committee against

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any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

17. Advertising. All advertising of events should conform to the conditions of hire and of any related licences. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. The Hirer shall be entirely responsible for the result of any advertising which contravenes the conditions of hire.
18. No additions to the building. No fixtures/fitments of any kind shall be driven into any part of the Hall nor shall any placard, notices or other articles be fixed hereto.
19. Electrical devices and Lighting. No electrical devices, additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Bookings Secretary. The hirer must ensure that all devices and lighting used and any associated electrical cables are safe to visitors and in good working order.
20. Property. Property of the Hirer and of the Hirer's agent must be removed from the Hall and its surroundings within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. The Village Hall Committee accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.
21. Entry. The right of entry to the Hall is reserved to the Village Hall Committee and any other agent of the Village Hall Committee and/or any Police Officer at any time during the hiring. In the event of an emergency at Westhall House (see below), Management and residents of Westhall house shall be granted entry during the booking period.
22. Miscellaneous. The Hall is the designated evacuation point for the local care home - Westall House. In the unlikely event of an emergency at Westhall House the Hirer is required to evacuate all guests from the premises immediately to allow for residents to be accommodated within the Hall. In the case of such an emergency a member of the Village Hall Committee will attend the Hall to advise and assist.
23. Pets / animals. Pets and animals are not permitted anywhere on site with the exception of registered assistance animals. No animals of any type are permitted in the kitchen.