



Hunston Village Hall
Selsey Road, Hunston PO20 1AW
Registered Charity: 305383

Hunston Village Hall, and the Annexe, are let on the basis of "left as found". Hirers are expected to respect these Terms and Conditions, collect and leave keys as required and leave the facility in a clean and tidy condition ready for the next hirer.

We ask that you read these Terms and Conditions of hire before making your booking, and sign the booking form to indicate that you have done so.

1. The facilities at Hunston Village Hall are only available to hire by persons over the age of 21. The hirer or person in charge is expected to be on the premises for the entire duration of the hire period.
2. Hirers should note that the Community Club is a private members club and is not considered part of the premises.
3. Payment of a security deposit may be required. Security deposits (current charge £200.00) are refundable on satisfactory inspection of cleanliness of the Hall, grounds and contents after the hire. An additional charge may be levied on the deposit if additional cleaning is required.
4. The period of hire, and the area hired, is indicated on the booking form and this includes setting up and clearing away. Provided that payment of the hire charge and security deposit have been received, the keys will be left for collection as directed at the time. The facility must be vacated at the end of the period.
5. At the end of the hire the external Hall doors must be locked and the keys returned as directed. Please ensure that all lights are switched off, and all doors and windows are securely closed when you lock up the Hall and return keys as advised. This is a residential area, and we would ask you to be as quiet as possible when leaving the Hall, especially if it is late at night.
6. The Hirer is responsible for any damage or loss to the Hall & contents during the hire period, and for the Hall & contents being left in a reasonably clean condition ready for the next hirer. If the Hall & contents are left in an unsatisfactory state, or if there is loss or damage, the security deposit will be forfeit in whole or part. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.
7. All main hall bookings include use of the kitchen and contents, however cooker, fridge, crockery, worktops etc. must be left clean. **Please ensure the fridge and dishwasher are emptied and left in a clean condition.** Floors to all areas must be swept and tidied after use (brooms are in the cupboard in the main hall). Toilets and sinks must be left clean and tidy as found. Breakages must be reported to the Parish Clerk.
8. Tables and chairs must not be removed from the Village Hall for use outside. At the end of the let, the main hall tables must be returned to the rack in the corner of the hall in a clean condition, and chairs on the trolleys and returned to the storage area. All fire access areas must remain clear at all times.

Hunston Parish Council, Trustee of Hunston Village Hall
Selsey Road, Hunston PO20 1AW

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9. Rubbish must be bagged and placed in the bins provided. Any broken glass must be wrapped before disposal. No liquids to be emptied in the bins.
10. The Hirer must nominate a competent person to take charge in case of Fire, to ensure that all persons at the Hall can escape unimpeded through the Fire Exits and to assemble in the car park or other nominated assembly area. Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the security deposit. Fire Doors MUST remain unobstructed during a let.
11. Consumption of Alcohol. The Village Hall may be able to provide a licensed bar which may be opened for events for an extra charge (subject to agreement). The sale of alcohol at the Village Hall outside of the control of the licensed bar, is strictly forbidden unless a temporary license is obtained with the permission of the Village Hall Trustee.
12. All bookings must end by Midnight. This includes time need to clean and tidy up the premises.
13. No smoking is permitted anywhere within the Village Hall buildings.
14. No animals, other than guide dogs, are permitted within the Village Hall buildings.
15. Decorations such as balloons and streamers may only be attached by string to door and curtain fixtures. Please do not use pins or adhesive tape on the walls or paintwork.
16. Bringing Fireworks into, or the ignition of Fireworks in the Village Hall buildings is expressly forbidden.
17. There are no public telephones adjacent to the Village Hall and no telephone is available in the main hall. Hirers are recommended to have a mobile phone in case of an emergency.
18. A First Aid box is situated in the hallway next to the kitchen door. If items are used hirers are requested to let the Parish Clerk know what has been used.
19. Hirers are advised that the Hunston Football Club has use of the changing rooms on Saturday afternoons and Sunday mornings during the football season (September – April). Hirers considering booking the premises for these times should take these fixed arrangements into account.
20. The use of bouncy castles and/or soft play may be permitted **providing** the hire company supplies a copy of current and sufficient insurance cover, together with a current risk assessment.

The Village Hall Trustee reserves the right to change these Terms & Conditions at any time at their discretion. We thank you for your co-operation and hope that you enjoy the use of our Village Hall. If you have, please tell others; if you have not, please tell us.