



**Stone Cross Memorial Hall**

Dittons Road,  
Stone Cross,  
East Sussex.  
BN24 5EL

**Email:** [booking@stonecrosshall.org](mailto:booking@stonecrosshall.org)

## STANDARD CONDITIONS OF HIRE

(If the HIRER is in any doubt as to the meaning of the following, the Chairman of Trustees should be immediately consulted)

1. **THE HIRER** will during the period of the hiring, be responsible for:
  - a. The supervision of the premises, the fabric and the contents, their care and safety from damage however slight.
  - b. The Behaviour and the Health and Safety of ALL Persons using the premises, in whatever capacity. This includes compliance with the latest Government Covid19 Rules & Guidance.
  - c. The proper supervision of car-parking arrangements so as to avoid obstruction of Fire Exits and the highway.
2. **THE HIRER** shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof.
3. **THE HIRER** shall be responsible for obtaining such licenses as may be needed whether from the Performing Right Society, or otherwise and for the observance of the same.
4. **THE HIRER** shall be aware that the consumption of alcoholic liquor is forbidden in the Hall premises and surrounds, without written permission of the Committee.
5. **THE HIRER** shall be aware that the sale of intoxicating liquor is prohibited unless by prior agreement with the Committee and only if the necessary licenses are obtained and seen.
6. **THE HIRER** shall comply with all conditions and regulation made in respect of the premises by the Fire Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. **THE HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
8. If **THE HIRER** wishes to cancel the booking less than 7 working days before the date of the event and the Committee is unable to conclude a replacement booking, the question of repayment of the Hire fee shall be at the discretion of the Committee. The Security Deposit will be automatically refunded.
9. **THE HIRER** shall at the end of the hiring, be responsible for leaving the premises and surrounds in a clean and tidy condition. **ALL rubbish must** be taken away from the premises or additional charges maybe incurred. Doors and windows properly locked and secured, unless directed otherwise and any contents temporarily moved from their usual positions be properly replaced.
10. **THE HIRER** shall ensure that the playing of any Music will cease by 11:20pm.

11. **THE HIRER** must ensure that NO more than 160 persons shall be permitted in the premises at any one time and **THE HIRER** must be in full compliance with the latest Covid19 Rules & Guidance or they may be required vacate the Hall immediately and lose their Security Deposit.
12. **THE HIRER** shall ensure that no less than three responsible adults (over 21) shall be appointed for every 30 (or part thereof) persons present under 18yrs. Those persons to be present at all times.
13. **THE COMMITTEE** reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any monies already paid
14. **THE COMMITTEE** shall not be liable to the Hirer for any resulting loss or damage whatsoever, in the event that the Hall or any part thereof being rendered unfit for use for which it has been hired for whatever reason.
15. **THE COMMITTEE** shall with-hold an appropriate amount from the £200 Security Deposit in the event that any of these conditions are not met by **THE HIRER**.

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**NOTE:**

No Booking shall be considered confirmed until it has been acknowledged and the Hire Fee has been paid to secure the Booking, this is refundable if the Booking is cancelled within 30 days.

The refundable Security Deposit of £200 (paid via PayPal) is due 14 days before date of hire and the Booking will be cancelled if the Security Deposit is unpaid.

**THE TRUSTEES OF STONE CROSS MEMORIAL HALL RESERVE THE RIGHT TO REFUSE ACCESS TO THE PREMISES  
AT ANY TIME.**