

## **RULES OF HIRE**

- 1. Parish clubs and Societies are those recognised by the management committee as being those who are both regular users of the hall and whose organisations exist for the benefit of the people of the Parish of Southwick and Widley.**
- 2. Parish being those hiring the hall where the hirer or their organisation is resident within the parishes of Southwick and Widley.**
- 3. Private and Corporate hirers e.g. local elections, company seminars/training, weddings etc.**
- 4. All bookings will be made through the booking secretary.**
- 5. THE HALL MUST BE VACATED BY MIDNIGHT ON ANY DAY.**
- 6. As the Hall is located close to a residential area please manage noise levels to avoid disturbing the neighbours. MUSIC MUST END BY 11.00 PM. The committee reserves the right to impose a financial penalty if this rule is not observed e.g. your deposit may not be refunded.\*\***
- 7. Hirers are requested to leave the hall in the condition they found it. In the event that the hall is not returned in its original condition the clean-up costs will be deducted from the deposit. (see 16 below)**
- 8. Any deposit paid will be returned after hiring less any costs imposed as per clause 6 & 7.**
- 9. The hall is not licensed for the sale of alcohol. Hirers requiring cash bar facilities must make their own arrangements with a publican or the licensing justices. The hirer will be responsible for any costs associated with obtaining an occasional license or any penalties that arise as a result of a breach of the licensing laws.**
- 10. Availability of the halls facilities for preparation before a hiring cannot be guaranteed. Where preparation and post hiring cleaning time is required this (Preparation time) will be charged at the normal hourly/session rate.**
- 11. Electricity for lighting and power is included in the charge. (However heavy users i.e. those requiring stage lighting are subject to a surcharge).**
- 12. Main hall hire shall be the Eisenhower Room, kitchen, toilets and stage area.**
- 13. Small hall hire shall be the Montgomery Room and toilets (with kitchen by separate arrangements).**
- 14. Whole complex hiring shall be all of the areas.**
- 15. HIRE OF THE HALL DOES NOT GIVE ANY RIGHTS OF USE OF THE ADJACENT PLAYING FIELD.  
Permission for such use must be arranged separately with the Booking Secretary.**

## **DEPOSITS**

**16. A refundable £250 deposit may be payable before the hiring date to cover damage or any other extra cost. If it is necessary to deduct cleaning up costs from this deposit the balance will be repaid within 21 days after the event.**

## **CANCELLATION**

**17. In the event of cancellation a fee of £25 will be charged to cover administration.**

**\*\* On a number of occasions music has continued on beyond 11.00 pm causing distress and nuisance to the neighbours. Such action puts the Charity in breach of its license. Please comply with this rule fully. Failure to do so may result in the loss of your deposit.**