

# WINTERTON HALL PLAISTOW

## *Rules of Hire*

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### **The hirer is responsible for:**

- Complying with licensing regulations and with the conditions of the Premises Licence, displayed on the Hall notice board.
- Obtaining a Temporary Event Notice from Chichester District Council for events where alcohol is to be sold. (Winterton Hall is allowed 10 Notices per year; please contact the Chairman before proceeding with an application.)
- Nominating a Safety Officer for the period of hire (see below); this may be the hirer themselves.
- Reasonable and socially acceptable behaviour of all persons using the premises during the period of hire and on leaving the Hall, keeping noise to a minimum.
- Care of the premises, its facilities and equipment, and the cost of any repairs necessary. Costs must be paid for within 24 hours of the damage occurring. (Please note: nothing may be affixed to the walls; only the hooks on the ceiling and walls and the notice boards may be used for displays.)
- Returning all equipment to its place of storage on departure from the Hall. (Please note: furniture and crockery may not be used outside the Hall.)
- Cleaning the Hall, toilets and kitchen before leaving the premises, and disposing of any rubbish and mopping the floors.
- Locking all interior and external doors on vacating the Hall, ensuring all lights are out and windows fully closed, and that showers (if used) have been switched off at the marked fuse box in the meter cupboard.
- Returning all keys promptly at the end of the period of hire.

### **Safety Officer**

- The name of the person responsible for safety and security (the Safety Officer) must be displayed on the whiteboard throughout period of hire.
- The Safety Officer must be over 21 years of age and must be present during the entire period of hire.
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- The Safety Officer must be familiar with the location and operation of all fire fighting equipment and must ensure that all fire exits and routes for evacuation are kept clear at all times.
- The Safety Officer must know the procedure for calling emergency services and how to evacuate the premises to the assembly point, following advice given on Fire notices displayed in the Hall.

### **Other Safety Rules**

- Two torches for use in emergencies are provided - one in the meter cupboard and one in the kitchen. They should be kept on hand throughout the period of hire and must be returned to the meter cupboard and the kitchen wall respectively on vacating the Hall.
- Smoking is not allowed anywhere on the premises.
- The use of naked flames, fireworks and other pyrotechnics anywhere on the premises is prohibited. Small candles may be used provided they are contained within fire-proof, enclosed containers.
- The stage may only be erected by a member of the Management Committee.
- Functions for people under 21 must be supervised by at least four adults.

### **Other Conditions of Hire**

- The premises may not be used for any purpose other than that described on the booking form, and the premises may not be sub-let.
- Winterton Hall Management Committee reserves the right to refuse or cancel any booking.
- All private hirers are required to include a separate deposit cheque for £50, made payable to Winterton Hall, with their booking fee and form. Deposit cheques will be destroyed (or returned if requested) within one week of the hire period unless any member(s) of the Management Committee consider further cleaning is necessary.
- Winterton Hall Management Committee shall not be liable for any loss or damage to those hiring and using the Hall during a period of hire, for any reason, nor shall Winterton Hall Management Committee be liable for any injury sustained by those hiring or using the Hall.