

FOREST ROW PARISH COUNCIL

**The Community Centre
Hartfield Road
Forest Row
East Sussex RH18 5DZ
Tel: 01342 822661
Fax: 01342 825739**



Hire Charges and Conditions of Hire

**Effective From
1st March 2010**

FOREST ROW COMMUNITY CENTRE

Opening Hours 8:30 – 23:00

**SCALE OF CHARGES – PER HOUR
EFFECTIVE FROM 1st March 2010**

Main Hall	£9.50 per hour
Kitchen	£15.00 per session
Reading Room	£9.50 per hour
Garden Room	£9.50 per hour
Rose Room	£7.00 per hour
Treatment Room	£7.00 per hour
The Venu	£10.00 per hour

**ANY BOOKINGS OUTSIDE NORMAL OPENING HOURS WILL BE
CHARGED AT 1 ½ TIMES THE HOURLY RATE.**

**All of the above charges are subject to the 10% surcharge relating to
insurance referred to in Clause17 of our Conditions of Hire**

<i>Hire off premises:</i>		
Table*	£4.00	* A £20 deposit will be required # A £100 deposit will be required
each		
Chair*	£1.00	
each		
Crockery*	£0.10	
each		
Cutlery*	£0.05	
each		
Staging/Display units#	£6.00	
each		

10% reduction for 10 or more bookings

**Also available is the Chapel in Priory Road at £3.50 per
hour or 3 hours for £9.50**

1. All applications for the use of the halls/rooms at the centre must be made on the Official application form and returned to: **The Parish Clerk, Forest Row Parish Council, Forest Row Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ.** Any changes to the original booking details should be listed on a new booking form
2. The Council reserves the right to:
 - a) Refuse any application for hiring without giving a reason
 - b) Attach any additional conditions to any particular hiring
 - c) Vary the scale of charges in the case of any particular hiring.
3. **Responsibility for Damage** – Hirers will be held responsible for making good any loss or damage to premises, fittings, equipment and other property of the Council therein.
4. No nails, tacks or other fastening shall be driven into the walls, fittings, floor or furniture without specific approval.
5. The electricity, gas, heating and water fittings shall in no way be interfered with.
6. Where kitchen facilities and equipment are used, the hirer shall be responsible for any loss, breakages or damage caused thereto, and shall also be responsible for ensuring that the equipment is left in a thoroughly clean condition to the satisfaction of the caretaker or any other duly authorized member of the Council staff.
7. The Hirer shall be responsible for leaving the premises in a generally clean and tidy condition. Any additional caretaking costs consequential upon non-adherence to this condition will be recharged in full.
8. The Hirer shall not assign or underlet any part of the premises.
9. The Hirer shall not do or suffer or permit to be done anything which shall or might invalidate the Council's policies of insurance on the premises and in the event of any claim by the Council under its policies of insurance being repudiated in whole or in part by the Council's Insurers or of the terms there for being increased on account of any act or default by the Hirers, their members, or guests, shall indemnify the Council against all loss or additional expenses suffered or incurred by them as a result thereof.
10. The Hirer shall be required to take all reasonable precautions by supervision or otherwise during the use of the premises to prevent any persons from doing damage to the premises and the contents and in respect of the behavior of persons using the premises. In the case of non-observance of this condition, the Council reserves to itself, to the Clerk or to the Caretaker, the power to close the premises at any time and to exclude all persons there from and the charge made to or due from the Hirer shall not be waived.
11. Any property and effects in the premises belonging to the Hirer will be at his sole risk, and unless otherwise agreed on behalf of the Council, if such equipment, property and effects are not removed on the termination of the hiring, additional fees may be charged therefore.
12. The minimum hiring period is one hour. Part hours are allowable after the initial hour.
13. The minimum hiring period at weekends is three hours. Part hours are allowable after the initial hour.

14. Wherever possible, the Caretaker will arrange the furniture in the room in accordance with the room plan, if completed. All setting up and clearing away of the hirer's own equipment etc. should be included in the booked time.
15. The period of use must not exceed the time(s) stated in the application. Payment will be required for any extended use in accordance with the scale of charges. All rooms used will be charged for.
16. The Hirer shall be responsible for obtaining such licenses and insurance as may be needed whether for the sale or supply of intoxicating liquor and will notify the Council of such action at the time of booking.
17. The Hirer shall be responsible for obtaining public liability insurance for the potential damage or injury that may arise as a result of their or their guests' action. If evidence of such insurance is not forthcoming, then the Council shall impose a 10% surcharge to cover the cost of such additional insurance that the Council is obliged to carry.
18. The Council shall not be liable for accident, illness, loss or damage occurring as a result of the letting out of the Centre, except where such accident, illness, loss or damage is directly caused by the negligence of the Council or its employees, agents or servants.
19. Employees of the Council, Police and Fire Authority have full access to the building at all times in connection with their official duties and their instructions in respect of the health, safety and welfare of the users of the facilities must be adhered to immediately by the Hirer.
20. For all one-off bookings exceeding six continuous hours, a deposit of 50% of the total hire charge must be paid on booking. The balance must be paid not less than seven days before the date of the event.
21. Full payment must be made on booking for all parties, dances and discos. A returnable deposit of £100 for adults (over the age of 15) and £10 for children will be required for all such bookings.
22. In respect of cancellation, the Council requires 4 weeks notice for a long-term booking and two weeks for a casual booking, otherwise the normal scale of hire charges will apply, unless the Council is able to re-let the hall/room.
23. Users hiring the halls/rooms on a regular weekly or monthly basis will be sent an invoice at the end of each month. Payment is due by the middle of the following month unless a separate arrangement is made with the Clerk.
24. A 10% discount will be given for 10 or more bookings that are made in advance and held.

USEFUL INFORMATION

	Size	Numbers Accommodated
Main Hall	38'x16'	60 theatre style 40-50 seated at tables
Reading Room	30'x16'	40 theatre style 20-25 boardroom
Garden Room	30'x16'	40 theatre style 20-25 boardroom
Rose Room	26'x16'	
The Venu	23.5x21'	Self contained unit with Kitchenette and Wi-Fi