



CONDITIONS OF HIRE

1. Applications for hiring should be made to the Bookings Secretary, Hilton's Cottage, Graffham, Petworth, West Sussex, GU28 ONP Tel: 0780 8781510, e-mail: yvonnebutterick@tiscali.co.uk Please see separate application form with details of hiring charges and specific hiring details.

CHEQUES MADE PAYABLE TO: EMPIRE HALL GRAFFHAM

2. a) All payments (hire, and deposit if applicable) shall be made to the Bookings Secretary at least 7 days before each booked event.
b) Deposit: Hirings shall be subject to such Deposit as the Management Committee in its absolute discretion shall require.
3. All persons and organisations hiring the Hall shall be deemed to have made themselves acquainted with the Summary of Hiring Terms and the Rules and Regulations and all safety notices displayed within the Hall. These specifically include Fire Regulations and information on Fire Exits.
4. a) The Hall holds a Premises Licence permitting Plays, Live and Recorded Music, Films, Dancing and Dance performance and similar entertainment, Indoor Sporting Events, and the sale of alcohol.
b) Permitted maximum numbers at an event are as follows
 - 1) Functions with seating at tables: 135
 - 2) Functions without tables (performances/dancing): 230
 - 3) In the Gallery for either 1) or 2): 20 (as part of the maximum numbers)
c) Any hirer who wishes to use the Hall for any other purpose, will need to set up a Temporary Event Notice ["TEN"] with Chichester District Council, but **must** first obtain the Booking Secretary's prior agreement to applying for a TEN, and then be responsible for obtaining one and providing the Bookings Secretary with a copy before the event.
5. Hirers wishing to sell alcohol may do so only subject to Section D of the Hall's Summary of Hiring Terms.
6. All persons and organisations hiring the Hall shall leave chairs etc. in the same place as when they took them over (and/or with due regard for booked events following the hire, as summarised on the weekly Booking Sheets on the inside of the Front Doors). They are responsible for seeing that floors are swept and left clean and all lights and heating (if hiring the Committee Room or Kennedy Room) are turned off, that windows are closed and doors locked (including emergency doors) before they leave the premises and the key returned to the Bookings Secretary. All users are reminded that the Hall can only continue to function if it is properly looked after. All undue waste of light, water, and particularly heat, is to be avoided.
7. All persons using the kitchen shall leave the crockery and utensils washed and put away and the cupboards locked, all electrical appliances are switched off at the wall sockets, the kitchen fridge door is left open, and the kitchen left clean and tidy.
8. Hirers must remove all litter, food **and bottles** from within or outside the Hall premises. All rubbish must be bagged up by the hirer and either placed within the Hall's green wheelie bin (the lid must be left in a fully closed position) or completely removed by the hirer from the Hall premises. The placing of notices, placards etc. on Hall doors or walls is prohibited but a reasonable number of event posters may be placed by prior arrangement with the Bookings Secretary subject to removal immediately after the event.
9. a) All damage to the Hall and property of whatever nature shall be paid for by the person or organisation to whom the Hall has been hired.
b) Hirers must notify promptly any damage of which they should reasonably be aware to the Bookings Secretary.
c) The Management Committee will notify to each Hirer as soon as it reasonably can any matters of damage or loss to the Hall and require at its discretion either reinstatement or financial compensation in lieu, to include a reasonable time charge for investigating damage and/or carrying out any remedial action (including dealing with unsorted rubbish).
10. Evening hire for the Hall is available until 11.00 p.m. with a further hour for clearance purposes (subject to reasonable consideration being shown to local residents).
11. The Management Committee does not accept any liability for any loss or damage to any article whatsoever left by any persons in the building.
12. Dogs shall not be taken into the Hall without prior permission of the Management Committee.
13. Parking: a) Hirers are asked to brief those attending the Hall to park in a considerate manner, especially near the Hall. If large numbers of attendees cars are expected, hirers are asked to arrange at least one "Parking Marshal".
b) Hall attendees must not park in designated "Shop" spaces in the Shop Car Park during Shop opening hours.
14. The Management Committee reserve the right to vary the Regulations and Conditions and Scale of Charges to meet special circumstances or as considered necessary, any change to operate immediately. Cancellations by hirers will involve a "Cancellation Fee" or hiring charge at the discretion of the Management Committee.