

Meads Hall Eastbourne – Hiring agreement

Terms & Conditions for Hire

These conditions apply to any hire of Meads Hall. Should you require clarification please contact booking@meadshall.org

1. AGE AND RESPONSIBILITY

The hirer must be aged 21 or over and accept responsibility for the terms & conditions. The hirer (or designated representative, also over 21) must be on the premises when the hall is occupied at all times. The hirer shall make good or pay for all damage (including accidental damage) to the premises, fixtures, fittings or contents and for loss of contents.

2. CANCELLATION

a. A refundable damage and cleaning deposit is required to secure the booking that will be refunded after the building is checked and key returned. Should the booking be cancelled up to one month prior to the booking date 1/3 of the booking fee will be forfeited from this damage and cleaning deposit.

b. The balance of the hire charge must be paid in full, at least one month before the event.

c. If the booking is cancelled two weeks prior to event, the hall reserves the right to retain 50% of the total hire charge. Less than two weeks 100% of the hire charge will be payable.

Meads Hall reserves the right to cancel this hiring by written notice to the hirer in the event of:

(i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

(ii) Meads Hall Management reasonably considers that the hire will lead to a breach of licensing conditions or other legal statutory requirements; or believes unlawful or unsuitable activities will take place on the premises.

(iii) Meads Hall Management considers that the premises are not suitable for the use intended by the hirer.

In any of these cases Meads Hall will not be liable for any resulting direct or indirect loss or damages.

3. END OF HIRE

In addition to the hire charge, the hirer is expected to pay a refundable damage and cleaning deposit. The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition. Contents temporarily removed from their usual positions must be properly replaced. In the kitchen the dishwasher must be emptied and drained and all food provisions brought in including any rubbish must be removed. Please check that all appliances and lights are turned off. The premises should be properly locked and secured unless directed otherwise. Upon departure the key must be posted in the post box by the west door. Any lost or unreturned keys will be charged at £15 each and deducted from the damage and cleaning deposit. Should any of the conditions above not be met, Meads Hall retains the right to deduct the cost of damages and/or cleaning from the deposit.

4. USE OF PREMISES

The hirer shall not use the premises for any purpose other than that described in this Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies.

Kitchen - Please bring your own tea towels. On departure, please empty the fridge, freezer and oven. Dishwasher to be emptied and drained. All appliances to be turned off, surfaces wiped and floor swept.

Gaming, betting and lotteries - The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the laws relating to gaming, betting and lotteries.

Licensable activities - Meads Hall has a PRS Licence for the playing of recorded music. If the hirer plans to sell alcohol, a TEN (Temporary Event Notice) needs to be obtained from Eastbourne Council by the hirer. This currently costs £21 and can take two weeks for approval. <https://www.lewes-eastbourne.gov.uk/article/1937/Apply-for-a-temporary-event-notice>

Drunk and disorderly behaviour and supply of illegal drugs - The Hirer shall avoid disturbing neighbours of the hall and limit excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or being under the age of 18. Any person suspected of being drunk, under the influence of drugs or behaving in a violent or disorderly way must be asked to leave the premises. No illegal drugs are allowed.

Dangerous and unsuitable performances - Performances involving danger to the public or of a sexually explicit nature shall not be given.

Film shows for children shall be restricted to viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

Smoking - Smoking and vaping is not permitted in the hall. Any person who breaches this provision shall be asked to leave the premises.

Noise - The hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. All music must cease at 23.00 without exception.

Sale of goods - If selling goods on the premises the hirer shall comply with Fair Trading Laws and any code of practice used in connection with such sales.

Fly posting - The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises. An A5 flyer advertising the booked event can be given to the Hall Manager for both the internal and external notice boards if space is available.

5. HEALTH AND SAFETY

Protection of children and vulnerable adults - The hirer shall ensure that the organisers of activities for children or vulnerable adults hold the appropriate DBS (Disclosure and Barring Service) checks.

Fire safety - All fire escapes must be kept clear of obstruction and immediately available for instant free public exit. All hirers should familiarise themselves with the position of fire extinguishers, blanket and exits, as well as the location of the assembly point. The Fire Brigade shall be called to any outbreak of fire and details shall be given to the hall management. Candles with a naked flame are not allowed. Tea lights are acceptable provided they are held within holders tall enough to prevent a fire risk.

Explosives and flammable substances - The hirer shall ensure that highly flammable substances including fireworks and gas appliances are not brought into, or used in any part of the premises.

Heating - The hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of Meads Hall Management. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

Electrical appliance safety - The Hirer shall ensure that any electrical appliances brought by them to the premises and used are in good working order and been PAT tested within the last 12 months.

Health and hygiene - If preparing, serving or selling food, the hirer shall observe all relevant food health and hygiene legislation and regulations.

Accidents and dangerous incidents - The Hirer must report all accidents involving injury to the public to a member of Meads Hall management as soon as possible and complete the relevant section in the hall's accident book.

Stacking of chairs on trolley – The trolleys for the chairs are designed to carry 25 per stack. This does mean that they are quite high and care needs to be taken to remove and replace them. If users feel that this hazardous there are wooden and folding chairs that can be used instead.

Any failure of equipment belonging to Meads Hall must be reported as soon as possible.

6. STORED EQUIPMENT

There is limited pre-arranged storage for regular users. Meads Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is excluded. All equipment and other property (other than pre-arranged stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until it is removed.

7. NO ALTERATIONS

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior permission of Meads Hall management.

- 8. GDPR** – Meads Hall Eastbourne takes your privacy seriously and we will only store and use your personal information to administer your booking. We will store this information securely and confirm that we will not pass your details to other companies or organisations.

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