

**Council Meeting Room, 1st Floor,
The Parish Hub, Borers Arms Road, Copthorne RH10 3ZQ
Conditions of Hire from 1 June 2015**

Worth Parish Council leases the meeting room from the Copthorne Church Trustees, so hirers are sub-lessees and subject to the same conditions of hire applicable to the whole of the Parish Hub (as below). Bookings may be made via the Worth Parish Council office or the Copthorne Church office but the hire agreement will be made with, and payment made to, Worth Parish Council, as per the Application to Hire.

Parish Council – 713407 – Monday-Friday – 9:30 am to 12:30 pm

or Parish Administrator - 712063 - Monday/Thursday – 9 am to 1 pm

1. The premises may be booked for purposes as authorised by the Vicar, Church Wardens and Parochial Church Council (The Trustees) of St John the Evangelist Church, Copthorne, between the hours of 9am and 11.30pm.
2. Worth Parish Council and The Trustees reserve the right to refuse any applications for hire.
3. Worth Parish Council and The Trustees reserve the right to cancel any booking if it is determined not to be for an authorised purpose.
4. The Hirer must be aged twenty-one years or over and must be present throughout the event.
5. The Hirer shall not sub-let a hiring.
6. No event may continue after 11pm and the premises must be vacated by 11.30pm.
7. Hirers are allowed a period of 15 minutes before and after their booking for setting up and clearing up.
8. Worth Parish Council reserves the right to charge a sum equal to half the booking fee for any hiring cancelled within 7 days of the hire.
9. The minimum letting charge for casual hirers is the appropriate rate for two hours.
10. A deposit of £100 is to be paid, at the time of application, by any hirer. This will be returnable on the hall being left secure and in a satisfactory condition, and the key being returned.
11. All enquiries for booking and hiring should be made to the Worth Parish Council office or the Church Parish Administrator. The key must be collected from and returned to the Worth Parish Council office by arrangement.
12. At the end of the hire, the Hirer must ensure that:
 - a. the premises are left in a clean condition, and locked with all doors and windows closed and secure. Some cleaning materials are available in a cupboard in the room.
 - b. all rubbish and waste materials, including empty bottles have been taken away in bags provided by the Hirer.
 - c. the key operated master switch, located in the entrance lobby, is switched off.
 - d. the alarm is activated.

13. Users must not alter any settings on the heating system nor interfere with any fittings within the building.
14. Walls, doors and windows must not be defaced in any manner. Pictures and notices may be attached only where Notice Boards provided. Such attachments must be removed at the end of the hire, unless otherwise agreed in advance.
15. The floor and furniture must be protected when painting materials, water, crayons, glue and similar teaching aids are used and their use carefully supervised. Tables shall be left clean after use.
16. All furniture must be carried and not dragged, and any furniture introduced by the hirer shall have adequate protection to ensure that it does not cause any damage to the carpeting.
17. The Hirer shall ensure that any portable electrical appliances brought on to the premises and used there shall be in a safe and good working order and are used in a safe manner.
18. Cars may be left in the Car Park to the front of the premises, except for the four spaces reserved for Worth Parish Council between 9am and 5pm Monday to Friday.
19. Smoking is not permitted in any part of the premises.
20. In the rare event of a funeral coinciding with a hire, the Trustees reserve the right to require the Hirer not to engage in any activity outside the building for the duration of the funeral.
21. The Hirer is responsible for the cost of any extraordinary cleaning deemed necessary, also of replacing or repairing any damage to the grounds, the premises, its fittings, furniture, and utensils, including crockery, arising from the letting. Any such damage must be reported to the Parish Administrator at admin@copthorne.org . The Hirer will be required to reimburse the Trustees for any such cost.
22. Neither Worth Parish Council nor The Trustees can be held responsible for loss of, or damage to, the Hirer's property, nor for damage to motor vehicles, or their contents, left in the Car Park. Neither Worth Parish Council nor The Trustees can accept any liability for accidents incurred by, or damage to personal property of, users of the premises. Hirers must determine and arrange any insurance cover that their activities may require.
23. The Hirer must be aware of, and comply with, St. John's Policy on Safeguarding of Children and Vulnerable Adults, a copy of which is displayed with these Conditions of Hire in the Worth Parish Council lobby of the premises.
24. The Hirer must be familiar with the Fire and Safety Procedures, which are attached hereto, and a copy of which is displayed with these Conditions of Hire in the Worth Parish Council lobby of the premises.
25. Unsupervised children must not be allowed to use the lift.
26. The Hirer shall ensure that noise levels are controlled to prevent nuisance to neighbours of The Parish Hub.
27. If preparing, serving, or selling food, the Hirer shall observe all relevant regulations.
28. The Hirer shall report all accidents and near misses, using the Accident Book provided, and any problems to the Parish Administrator at admin@copthorne.org .
29. The Premises are not licensed for the sale of alcohol, and it is the Hirer's responsibility to obtain all necessary licences and, if such are required, inform the Worth Parish Council office in writing (e-mails are accepted), prior to the hire date, that the licence has been obtained. Failure to provide such confirmation may result in the event not being allowed to proceed.