

Cowfold Village Hall

Conditions of hire

1.

- (a) All hirers must be registered via the online system to enable booking.
- (b) By way of confirmation of the booking, a confirmation email will be sent to the hirer.
- (c) Bookings will be invoiced to the registered hirer and must be settled within 7 days of receipt.

2.

In addition to the regulations stated above, the hirer undertakes to comply with the following:

- (a) The facility is to be left in a clean and tidy condition following use by the hirer.
- (b) The hirer is to ensure that licences are obtained where necessary and to pay such licence fees as may be due.
- (c) Fire regulations: A schedule is with the caretaker, particular attention is drawn to the following:

(i)	Hall Capacity	200 Persons max
(ii)	Audiences wholly seated	200 Persons max
(iii)	Dances	200 Persons max
(iv)	Dinners etc. wholly seated at tables	130 Persons max
(v)	Categories (ii) & (iii) combined	170 Persons max

Stewards (aged over 21) must be appointed on a basis of 1 per 100 or part there of.

All fire exits must be left clear at all times with the outer doors secured open.

3.

The hirer accepts that, should the Cowfold village hall be rendered unfit for use from any cause beyond the control of the Management Committee, the booking may be cancelled by due to notice to the hirer. In this event, no liability will be attached to the Management Committee other than the return of any fee paid.

4.

The hirer shall undertake all reasonable care to mitigate against damage or breakages and shall indemnify Cowfold Village Hall for the cost of repair of any damage to any part of the Hall or its contents thereof during the period of hire, or as a result of the hire.

5.

The hirer agrees to these conditions of hire by inserting a check mark in the relevant box and shall:

Undertake to comply with the Horsham District Council (Public Entertainment) Regulations including schedules 1 and 2 thereof (a copy of which can be inspected at the Cowfold Village Hall) and accept that any booking of the Cowfold Village Hall is deemed to be subject to such regulation whether or not the hirer has read the same.

Signed: Cowfold Village Hall Management Committee