**Terms and Conditions**

1. **General booking and access to the building**

Bookings are not confirmed until full payment is received.

The Terms and Conditions will not be varied except in writing and agreed by both parties.

Access to the building is via the side door to the left of the Old Library. We will email you a four-digit code to access the door via keypad, which is attached to the door. To wake up the keypad, simply raise your palm across the keypad, enter the four-digit code and follow with the \* key.

1. **Use of venue**

Use of the venue will be within the times agreed on the invoice. This includes access for setting up and clearing away. Delivery of equipment or goods to the venue in advance of an event is only permitted by prior written agreement.

Movement of furniture is the responsibility of the hirer. All furniture must be returned to where found.

All uses of the venue must be disclosed in full at the time of booking on the booking form. The hirer shall ensure that nothing takes place on the premises that is unlawful. Any variation could make the hire void.

When using the venue, items cannot be stuck to the walls or the floor.

1. **Security**

The hirer will take full responsibility for opening and closing the building, ensuring that lights and taps are turned off before vacating the building. The door code is to be kept confidential. Security of the hirer's belongings and equipment is the responsibility of the hirer. Midhurst Town Council will not be liable for any loss or damage incurred by the hirer regardless of how it was caused.

1. **Health and Safety/ Fire Precautions**

Any accidents or incidents must be reported to the Council without delay.

It is the responsibility of the hirer to understand the fire procedure and location of fire exits and to make this known to anyone attending the event for which the building has been hired. Hirers will be responsible for informing all those using the venue of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire.

In the event of the fire alarm activating the hirer will evacuate everyone to the designated assembly point which is The Market Square, contact the fire service by dialling 999, and undertake a roll call of all occupants reporting to the assembly point.

Smoking or naked flames is not permitted anywhere in the building. Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of celebration cake candles.

Any electrical equipment being brought into the venue must be agreed in advance and should have the appropriate PAT testing.

If the disabled ramp is in use it must remain in place for the duration of the hire.

1. **Alcohol Licence**

If alcohol can be purchased at your event, you must hold a Temporary Events Notice (TENs), applied for from Chichester District Council. Alcohol consumption by persons under age must not be permitted.

1. **Music/ Use of Wi-Fi**

Please be considerate of noise volume and respect our neighbours. Please keep doors closed wherever possible. **All music must finish at 22:30.**

The wi-fi password is displayed in Chambers. We cannot guarantee a good connection of all parts of the building. Please use the wi-fi appropriately.

1. **Parking**

There is no parking on site. The nearest carparking is at either The Grange, or North Street Car Park (behind the bus station).

1. **Cancellations**

Payments will not be returned but may be transferred to an alternative date.

**END OF HIRE CHECKLIST**

In order that the Hall remains in good condition for all, please do the following at the end of each hire:

* Sweep the floor to remove any crumbs etc.
* Make sure tables are clean.
* Check that all taps in the lavatories and kitchen are turned off and any cups, plates etc. that you have used are washed, dried and returned to the cupboards.
* Switch off all the lights you have put on.
* Please take all rubbish home.
* Lock the back and front door (by making sure they are firmly shut).

**CHARGES**

**Community groups, not for profit organisations and private hire** - £10 per hour

**Commercial groups and organisations** - £15 per hour