



TERMS & CONDITIONS OF HIRE

Be sure to read the Terms & Conditions below and the Hirers Agreement fully to be aware of your responsibilities as a hirer.

Age: you must be over 18 years of age to make a booking.

Fees: Hire fees are established based on the type of use, your organisation (community, charity or commercial), the time of day or week of your hire and the extent of work involved by our team. We will agree the cost of each hire on an individual basis.

Invoicing: a hire is agreed with the Project Manager, an invoice will be issued within 3 days. Invoices must be paid immediately upon issue via email by the Buildings Manager. WRNV will need to receive the payment before fully confirming your hire.

Insurance: We will need to see your Public Liability Insurance documents before we can agree to hire you the space.

Risk management: we will need to see some evidence that you are appropriately managing risk effectively. We can provide you with a risk management plan template on request. We will need to spend time going through this when you pick up your key.

Keys: Hirers will be given a set of keys in exchange for a deposit of £30. This will be returned to the hirer on safe return of the keys and once WRNV is satisfied that no items are left and no damage has been incurred to the space.

Out of hours hires: if you are hiring the building out of hours, depending on the nature and location of your hire within the building, we will need to charge you an extra £15 per hour (exclusive of VAT) to have a security guard present. We will discuss this with you on an individual basis.

Noise: Any noise made must be kept at a level which doesn't disturb neighbours and other users of the surrounding spaces e.g. the alley.

Cleaning: You are responsible for clearing all rubbish and cleaning the space. You must provide all black bin sacks and cleaning products. You must remove all your items from the space at the end of the hire.

Food and alcohol: As the building is still in a state of semi-dereliction and under development, at present we do not have the license to support events that serve alcohol and food.

If you would like to serve alcohol and food as part of your event, we suggest you enquire at the neighbourhood kitchen in the basement of Rock House, Home Ground Kitchen, on 07914 840418.

Other Licenced Activities: If you are carrying out licensable activities you will need to apply for a Temporary events notice.

The activities include:

- the performance of a play

- an exhibition of a film (this includes the display of lyrics for karaoke)
- an indoor sporting event (this could include, darts, pool, snooker etc. but only where the entertainment is in the presence of an audience who have gathered mainly for the purpose of watching that event)
- a boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music (including disco)
- a performance of dance (before an audience)
- entertainment of a similar description to that falling within v), vi) or vii) - this might include a magician, or a comedian
- provision of entertainment facilities making music (this could include karaoke)
- dancing (where people are using a building/marquee/dance floor for the purpose of dancing, probably to live or recorded music as at v) or vi) above

Hirers are responsible for applying for their own Temporary Events Notice (TEN) and obtaining the correct licenses to play music and films.

Full guidance on licensable activities on how to apply for the TEN is here:

https://www.hastings.gov.uk/licensing/licensing_strategies_policies/temporaryevent_permitted/