

MAYFIELD MEMORIAL HALL

A Registered Charity No. 305280

IMPORTANT INFORMATION FOR HIRERS

Please read the following and take this sheet with you to the hall so all members of your organising group are aware of these points especially if you are not the person responsible for clearing up and locking up the hall.

KEY COLLECTION

- Burnett's Estate Agents, south side of Mayfield High Street.
- **Weekend hirers, please collect keys no later than Saturday morning.**
- Return keys promptly and ensure you take back **all** keys you've borrowed.
- You only need the Yale type key to access the hall via the kitchen door. After unlocking, continue to slightly turn the key to the left whilst depressing the handle. **PLEASE LOCK** after use. Pull handle up and turn key. **WARNING you cannot open the door from the outside without the key.**

LIGHTS

- Main hall and entrance hall lights switches located in cloakroom, near kitchen AND on the stage.
- Go up the small set of steps on to stage, through curtain and turn immediately left. There is a single switch facing you, which lights up that corner. There is an array of switches in this corner. Some of the switches are two way with those switches in the cloakroom, but please spend some time familiarising yourselves with the lights and **please ensure the person locking up also knows how to turn off all the lights.**
- Round lights can be dimmed. Switch and dimmer control, in corner on stage.

BASIC STAGE LIGHT

- Switch on left hand wall of stage at back, near left steps that lead down to roadside dressing room.

HEATING

The heating is remotely controlled by the hall manager and should be on ready for your booking.

KITCHEN INFORMATION

COOKER

Instructions in kitchen, near kettle. Cooker will not work without fan being on. **BRING MATCHES**

WASHING UP & DISHWASHER

- **Please bring your own T. towels and dishcloths. Please dry and put away all crockery in correct places.**
- Dishwasher instructions on wall – **Please empty water after use & rinse if necessary.**
- Trays for dishwasher on free standing work station..

FRIDGE

Please do not touch the temperature control.

KITCHEN EQUIPMENT

- There are plenty of small plates, bowls, cups, saucers, dinner plates to cater for just over 100.
- There are **NO** serving dishes, oven ware, serving spoons or saucepans.
- There is a motley collection of assorted glasses, but suggest bring your own for larger functions.
- There are a small number of mugs.
- **Cutlery** – there is some basic cutlery in the cupboards, but if you are catering for a large number, please contact us so we can get the catering cutlery out for you.

CHAIRS & TABLES

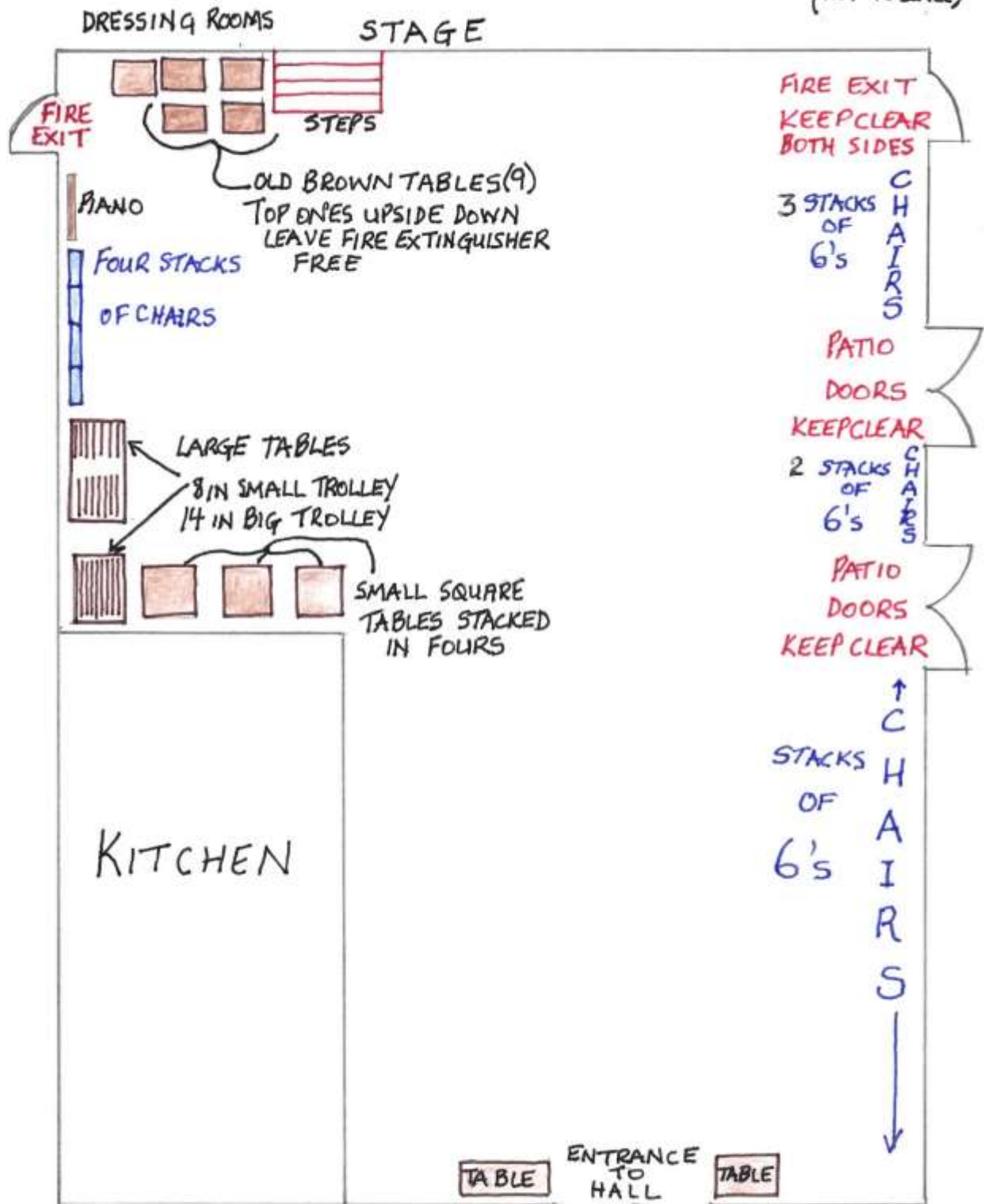
- There are 130 x chairs, 23 x 6' tables, 7 x square wooden tables, 12 x small square tables
- Please **DO NOT** stand on chairs to put up decorations. Please use step ladder from cloakroom

ON LEAVING HALL

PLEASE CONSULT CHECKLIST BY KITCHEN DOOR

- Hirers are responsible for ensuring the Hall is left in a clean and tidy state.
- All furniture returned to proper positions.
- Chairs **stacked in 6's** by long wall – **NOT IN FRONT OF FRENCH DOORS** please
- If any chairs need vacuuming, please leave by the piano, facing the wall
- **Please clean up ALL spillages promptly;** mop and bucket are in cloakroom
- Please sweep all floors you have used. Brooms in cloakroom
- Please ensure ALL fire doors are securely shut.

FURNITURE PLAN (NOT TO SCALE)



BEFORE LEAVING THE HALL PLEASE LEAVE THE FURNITURE IN ITS PROPER PLACE *Thank You Very Much*

Conditions of Hire and Hiring Agreement.

MEMORIAL HALL LICENCE

The Hall has a premises licence issued by Wealden District Council under the 2003 licensing act for Play, Dance, Live Music, Film and Recorded Music between the hours of 10.30 and 02.00 hrs **inside** the Memorial Hall only. The licence also includes the sale or supply of alcohol between the hours of 10.30 and midnight for inside and outside the Hall. For further information regarding the extent of the licenced area outside of the hall, please refer to the booking secretary or hall manager. Not less than four stewards, one of whom will be required to act as Licensee, shall be continuously employed by the hirer to maintain order in the building and to control admission.

MAXIMUM CAPACITY

The hall has a maximum capacity of: 100 persons for a roller disco; 270 Persons dancing, where table seating is provided; 310 Persons closely seated (moveable seating).

1.HIRE

- a) Charges for hiring in accordance with the attached List of Booking Fees shall be paid at the time of hiring to the Hall Booking Secretary. Contract hirers shall normally be required to pay monthly against accounts rendered (Payment to be made within 14 days).
- b) Provisional bookings must be confirmed with an "application to hire" form within 28 days. If not confirmed the provisional booking will be terminated. The hirer's (or society's treasurer's) name and address details will be entered onto a computer solely for the preparation of the invoices.
- c) Block bookings are accepted on the understanding that should another organisation require the Hall on a date included in the Block booking the Management Committee may, at their discretion, cancel the original booking provided 28 days notice is given.
- d) The Management Committee reserve the right to request payment of a refundable deposit of up to £100, in addition to the booking fee, where an individual or organisation is not represented on the Management Committee.
- e) Notice of cancellation of hiring must be given by occasional hirers in writing fourteen days in advance. In the absence of such notice the hirers must pay hiring charges.
- f) The person or organisation to whom the Hall is let shall be responsible for its proper and orderly use; for the observance of any licensing regulations or other local requirements governing such use (copies of the Licenses are displayed on the Hall notice board and also in the Hall's Emergency Procedures).
- g) Hirers are responsible for leaving the Hall in a clean and tidy state; for ensuring that doors are locked, windows closed and all lights and heating, including water heaters, extinguished, all kitchen equipment (except for the fridge) switched off and shall be responsible for any consequential loss or damage arising from a breach of this Condition. The Committee reserve the right to make a surcharge for non-compliance of these rules.
- h) The Hirer will be liable for any damage done to the Hall and its contents and for any breakages or loss, which must be reported to the Hall Manager immediately after the letting. **Please be aware party poppers will stain the floor especially if wet. Please clear up wine/beer spillages immediately.**
- i) An application to hire the Hall can only be made by a person over the age of 18 years.
- j) The right to refuse any application received for the hire of the Hall, including any application received after the date due, or to refuse admission to any individual, without assigning any reason, is reserved to the Committee or to the Hall Manager, who will report his action to the next meeting of the Committee.
- k) The Stage is "OUT OF BOUNDS" to all hirers of the Hall, except for access to light switches unless it has been specifically booked.

2. INTOXICATING LIQUORS

The Hall is licensed for Alcohol Sale or Supply for consumption on the premises between the hours of 10.30am and midnight. However, no intoxicating liquors are permitted to be consumed, bought, or sold on any part of the premises without the express permission, in writing, of the Committee, who may also refuse an application to use the Hall's Premises Licence, in which case the hirer, with the Committee's **prior** consent, may be allowed to apply for a **Temporary Event Notice (TEN)** from Wealden District Council. Should a TEN be granted by W.D.C., the Committee must be sent a copy of the authorised form before the keys are released to the hirer.

3. FOOD HYGEINE

The Committee will make every attempt to ensure that the kitchen and its equipment are clean and suitable for the preparation and serving of food. It is the responsibility of the hirers to satisfy themselves before use that the facilities are suitable for purpose and to ensure that they have any necessary permits required by Wealden District Council and that they follow any practical or documentary procedures required under such permits or licences. All foodstuff, whether perishable or not, must be removed from the Hall at the end of the hire period.

4. BETTING GAMING AND LOTTERIES

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the person or organisation to whom, the Hall is let shall be responsible for seeing that the requirements of the Gambling Act 2005 are strictly observed.

5. MUSICAL COPYRIGHT

The Management Committee is licensed by the Performing Rights Society Ltd. for live and recorded music.

6. STAGE PLAYS

The Booking Secretary and Hall Manager shall be given at least four weeks written notice of a stage play production. The hirer is responsible for ensuring that the audience seating plan used during a stage performance is an officially approved one. A copy of the approved seating plans is available from the Management Committee Chairman, Mr. L. Wicker, 13 Jefferies Way, Crowborough, TN6 2UH.

7. SAFETY REGULATIONS

All conditions attaching to the Licence by Wealden District Council or any other authority must be strictly observed by the Hirer. A copy of the Licence is kept in the Emergency Procedures Manual, which is kept in the gas meter cupboard in the kitchen.

Nothing shall be done that will endanger the policies of Insurance relating to the Hall or its contents, and in particular:

- a) No obstruction must be placed in gangways or exits. All exits including fire escapes should be left clear to allow sufficient access for quick evacuation by able and disabled people.
- b) Hirers should know the position of the fire fighting appliances provided and ensure that these are kept in their proper place and used only for extinguishing fires.
- c) Children, under the age of 14, are not allowed in the kitchen unless supervised by an adult.
- d) Hirers are responsible for ensuring all their own electrical equipment used in the hall is safe to use.

8. CAR PARKING

Cars must not be parked so as to cause an obstruction to the entrance to or the exits from the Hall. Where parking accommodation is provided this must be used and the minimum of noise made on arrival or departure. Hirers of the Hall do not have priority in the use of the Car Park over users of other Halls in the Playing Fields.

Note: The Committee shall not be responsible for loss of, or damage to any car or its contents.

9. NUISANCES

- a) Litter shall not be left in or about the Hall premises. All rubbish shall be placed in the wheelie bin outside the kitchen door. All Jumble Sale Hirers should arrange for their un-saleable stock to be removed from the Hall before the hiring ends.
- b) Bottles and crates should not be left in or outside the Hall. Remains of perishable foods should be placed in plastic bags and put in the wheelie bin provided. Any bottles should be placed in the bottle bank opposite.
- c) Animals shall not be brought into the Hall without the express permission of the Committee.

10. GOOD ORDER

The Hirer shall be responsible that good order is kept in the Hall during the hiring and the Committee may, if it thinks fit, charge the Hirer for any extra expense that may be incurred for engaging police to preserve order prior to, during, or after any entertainment or meeting in the Hall.

11. PLACARDS, FLAGS, DECORATIONS

No bolts, nails, tacks, screws etc. shall be driven into any part of the Hall, nor should any placards or other articles be fixed thereto. The Hirer shall remove any flag, emblem or other decoration displayed inside the Hall if, in the opinion of the Committee, or any one of its Officers, it shall be unseemly or expose the Hall to undue risk of fire or be likely to lead to disturbance or a breach of the peace or to cause offence.

12. LIGHTING

Hirers may only use Stage Lighting or additional equipment with permission from the Hall Manager, who would state any special charge and authorise the additional keys. Hirers will not be allowed to install extra light or heat without the written permission of the Committee and will assume full responsibility for all damage or loss and expenses arising from such additional installation.

13. SUB-LET OF HIRE

The Hirer shall not license or sub-let the Hall or any part thereof, or grant any licence whatever to any third party, without the express permission in writing of the Committee, whose consent must be obtained prior to making the booking.

14. RIGHT OF ENTRY

The right of entry to the Hall is reserved to any Committee member and to any Police, Fire Authority or Licensing Officer at any time during the hiring.

15. LOSS OR DAMAGE

The Committee shall not be responsible for any loss or damage to any property arising out of the hiring, nor for any loss, damage or injury which may be incurred by or done or happen to any person or persons using the Hall during the hiring arising from any cause whatsoever, or for any loss due to any breakdown of machinery or supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled; and the Hirer shall indemnify and by their acceptance of the Hire do automatically indemnify the Committee against any claim which may arise out of the hiring or which may be made by any person using to the Hall during the hiring in respect of any such loss, damage or injury.

Mayfield Memorial Hall: Application to Hire

(No bookings are confirmed until this form is completed and returned to the Bookings Secretary)

I/We (Name of Person)		of (Organisation)	
of (Address)			
	Postcode	Telephone No	
Hereby apply to hire the Memorial Hall, Mayfield on (Date)			
Time (to include preparation and clearing up) from			
		to	
For the purpose of			
	(Continue on back for multiple bookings)		
If you have an email address and are happy to receive confirmation of your booking and your bill via email, please provide it here (please print clearly)			
In accordance with the General Data Protection Regulation (GDPR May 2018) I agree to my details above being kept solely for the purposes of hiring the Memorial Hall. They will only be used by members of the management committee for the administration of the booking. PLEASE TICK IF IN AGREEMENT			
The Hall's privacy policy is available on our website or by hard copy upon request.			

Please tick as appropriate

1	Main Hall and Kitchen		
2	Stage with normal fluorescent lighting (see note a)	Includes dressing rooms	
3	Simple theatrical lighting	(Additional key required)	
4	Full Theatrical Lighting	(Additional key required)	
5	Stereo System & Microphone (Necessary for loop system)	(Additional key required)	
6	Screen	(Additional key required)	
7	Are you proposing to serve alcohol? (see note b)		
8	If YES to No. 7:		
	(a) Do you propose to provide alcohol completely free (See note c) or ask your guests to bring their own alcohol?		
	(b) Do you wish to apply to sell alcohol under the Memorial Hall's premises licence? (See No.2 in the Conditions of Hire)		
	(c) Do you wish to apply for a Temporary Event Notice from W.D.C. (See No.2 in the Conditions of Hire)		

Note a The stage cannot be booked unless you book the main hall and kitchen.

Note b Permission to serve alcohol is subject to committee approval, which it has the right to refuse.

Note c "Completely Free" means that the alcohol is, for example, **not** included in the price of an entry ticket to the event; is **not** part of an incentive to buy raffle tickets (e.g. "Buy a ticket and you get a free drink"); is **not** subject to donations.

I/We have read the attached, "Important Information for Hirers" and the terms and conditions governing the hire of The Memorial Hall, Mayfield and I/we agree to abide by them and to hold myself/ourselves responsible for the hire charges.

Signed		Office Held		Date	
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**Please return only this form (READ & KEEP the rest) to the Bookings Secretary:
Mrs Shirley Holland, 1 Victoria Road, Mayfield, East Sussex TN20 6ES
Telephone 01435 872163 (Evenings) If written confirmation is required, please enclose a S.A.E.**

Hall Admin Use Only			
Booking form received		Alcohol Requested	
Confirmation to hirer (Verbal/Written/Email)		Committee Approved	
Public Entertainment docs. sent out		Hall Licence Holder advised of contact details	