



TERMS & CONDITIONS OLD COURT HOUSE

- **THE HIRER**
 - The Hirer shall mean an individual hirer or where the Hirer is an organisation, the authorised representative.
 - The Hirer must be at least eighteen years of age.
- **SECURITY, SAFETY & SUPERVISION**
 - The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents.
 - The Hirer is responsible for the behaviour of all persons attending, invited or contracted to the Hirer.
 - The Hirer shall ensure that the minimum of noise is made on arrival and departure, thereby showing thoughtfulness for people living in the immediate vicinity of the court house.
 - Activities for children must be monitored by responsible adults.
- **BOOKINGS**
 - Bookings cannot be confirmed until both a fully completed booking form has been received and for Casual Hirers full payment has been received.
 - All new regular hirers cannot be confirmed until a fully completed booking form has been received along with full payment for the first month.
 - Regular Hirers are invoiced monthly and payment needs to be made within thirty days.
 - Proposed dates remain available to be booked by other parties.
 - The Old Court House is not available for hiring for 18th or 21st birthday parties.
 - No part of the Old Court House may be used for any purpose other than described on the booking form.
- **CANCELATION POLICY**
 - Cancellation in excess of 1 month prior to the date; No Charge or Full Refund
 - Cancellation less than 1 month prior to the date; Fully Chargeable or No Refund
 - Cancellation by East Grinstead Town Council; If for reasons totally beyond the Councils control, the council is unable to provide the facilities on the hire date, then the booking shall be cancelled and a refund or credit note issued. This is the extent of the Councils liability.
- **USE OF COURT ROOM AND KITCHENETTE**
 - The hirer must ensure the starting and finishing times detailed on the Booking Form are strictly adhered to.
 - If the start or finishing time is exceeded an additional hire charge will be applicable.
 - The kitchenette is for communal use for tenants and hirers.
 - If preparing or serving food, all relevant food health and hygiene legislation and regulations must be observed.
 - The hirer is liable for the cost of repair of any damage done to any part of the property or the contents of the building which occurs during the period of the hiring, as a result of the hiring.
- **CLEANING OF THE PREMISES**
 - The room will be clean and ready for use.
 - At the end of the hire period the hirer is responsible for leaving the premises, equipment and surrounding are in a clean and tidy condition, and properly secured if directed.

- STORAGE
 - There is limited storage available to hirers.
 - The Council does not accept any liability for loss or damage for storage property.
 - Any unauthorised storage will be removed.
 - The East Grinstead Town Council reserves the right to change reduce or withdraw any agreed storage agreements.
- EQUIPMENT
 - There is no additional equipment or furniture available for the Old Court House, only what is specified on the booking form.
 - The projector must be booked in advance, this is subject to availability.
 - There is no additional cost for equipment.
- DECORATION, ALTERATION OR ADDITIONS
 - No decorations, alterations or additions may be made to the premises.
 - No blu-tack, pins or sticky tape permitted on the walls.
- FIRE PERCAUTIONS
 - The maximum number of people permitted in the Court Room is **60**.
 - Fire escape routes must be kept clear at all times.
 - The Hirer acknowledges that they have read the Fire Emergency Plan.
 - Use of candles or smoke machines is not permitted.
- ELECTRICAL APPLIANCE SAFETY
 - Equipment owned by the Town Council is PAT tested
 - Any failure of equipment owned by the Town Council must be reported to the duty Caretaker.
 - It is recommend that any electrical equipment bought into the premises by the hirer should carry an up to date pat test, and be in fully working order.
- MUSIC & FILM
 - The Court Room does not have a licence with The performing Rights Society for the performance of Copyright music
 - A licence is required if you are putting on a public performance / film but not if it is for a private party.
- ALCOHOL, SMOKING & DRUGS
 - The Old Court House is not licenced for the consumption or sale of alcohol.
 - Hirers need to apply for a temporary events notice and a copy must be given the Town Council.
 - Smoking is not permitted anywhere in the building.
 - No illegal drugs may be brought onto the premises.
- ACCIDENTS & INCIDENTS
 - A first aid box is located in the Court Room.
 - The Hirer must report any accident involving injury to the public to the duty Caretaker and complete the Accident Book.
- ANIMALS
 - No animals are prohibited in the premises apart from guide dogs.
- COMPLAINTS
 - Any complaint by the Hirer of the use of the venue shall be made to the Town Clerk in writing. All correspondence shall be addressed to: The Town Clerk, East Grinstead Town Council, Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT.

The Council reserves the right to amend these Terms & Conditions at any time.