



Terms of Hire

The Depot

Arun House, 83a High Street

Billingshurst RH14 9QX

- 1) All events must be of a “community” focus. Suitable events could include, but not limited to:
 - a) Community meetings and events
 - b) Educational and training uses
 - c) Support groups and social activities
 - d) Youth and adult services
- 2) Applicants must be over 21 years of age and must be present throughout the period of hire.
- 3) All functions may not start before 9am and must finish by 9pm.
- 4) Bookings should be made to the Parish Council office 14 days prior to the event or the first instance of a regular hire arrangement.
- 5) Submission of the booking shall be deemed to be confirmation of acceptance of terms of hire.
- 6) All users must submit a copy of their public liability insurance to the Parish Council office alongside their application, but certainly before commencement of their booking.
- 7) Cancellation of hire must be notified to the Parish Council office 14 days prior to avoid charge.
- 8) The Depot operates a “leave it as you find it” policy, meaning that all rubbish should be taken off site after use. For anything that can’t be taken away, a bin is located the kitchen. The bin, if full, can be emptied into the outside refuse bin at the rear of the building.
- 9) Any key loaned to the hirer must be returned immediately at the end of the booking period.
 - a) Loss of key will incur a charge to the hirer.
 - b) No copying of the issued key is permitted.
- 10) If a hirer discovers damage to premises or equipment when they arrive, they should report to the Parish Council Office by phone as soon as possible.
- 11) Cleaning equipment is available for use and is located beneath the sink. Larger items such as mop and broom are located under the stairs – in the boiler cupboard next to the rear office. If the hired areas are left in an unacceptable condition, a surcharge may be imposed.

- 12) The hirer must make themselves aware of the Fire Actions applicable to the premises. For each hire period, the hirer must nominate a responsible individual to be familiar with the Fire Actions and take the lead in organising an evacuation should the need arise. Emergency exits and fire extinguishers must be kept clear.
- 13) Electrical installations must not be interfered with or added to in any way.
- 14) Any equipment brought in by the hirer must be sound and safe, and electrical equipment should be regularly tested and certified (Portable Appliance Test) by a competent electrician.
- 15) The Depot is not licensed for the sale or consumption of alcoholic drinks. No alcoholic drinks may be brought onto the premises.
- 16) The Depot is a smoke-free and vape-free area.
- 17) The use of decorative candles and other naked flames; oil lamps etc. is expressly forbidden.
- 18) If kitchen use is required for food: preparation, cooking or service, Food Safety standards must be adhered to.
- 19) Notices and decorations may be attached to any gloss surface, except windows and glass, with blu-tac for the duration of the hire period only. Staples, drawing pins, adhesive tape, or anything that may damage surfaces may not be used.
- 20) During the period of hire, the hirer will be responsible for the actions of those present and for any damage to the building, its fixtures, fittings, furniture and contents. Use of equipment, crockery etc in the kitchen, including for beverages, is by prior arrangement only. Please notify the Parish Council Office if a breakage occurs; a charge may be made for breakages.
- 21) Hirers must abide by the Noise Management Plan to reduce disturbance for nei
- 22) Storage of small items can be arranged in advance where space permits.

Access to the Depot

The front door key to The Depot is held at reception at the Billingshurst Community Centre.

Hirers can pick up the key up to 30 minutes before their hire starts and must return the key after they have completed that day's booking.

If the Centre is closed to return the key, it can be returned to the postbox to the right of the front-doors.

Reviewed: June 2025 / September 2025 / July 2026