



Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 26 February 2025 at Billingshurst Centre at 7pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman. They must give their name.

G.C. Burt

Clerk to the Council

19 February 2025

## A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 29 January 2025 previously circulated; to confirm and sign the minutes as a correct record.
5. Clerk's Report.
6. Public Session (Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting, at the discretion of the Chairman. They must give their name.
7. To approve payments and note receipts for
  - i. January 2025 – Appendix A.
8. To note Bank Reconciliation: COOP Current Account
  - i. 31 January 2025 – Appendix B.
9. To receive the Manager's Report and consider revised Terms & Conditions - Appendix C.
10. Date of Next Meeting – **Wednesday 26 March 2025**

**MEMBERS:** PB, SD, CG, PD, EB, JH, CJ

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

# APPENDIX A

Date: 13/02/2025

## Billingshurst Community Centre Current Year

Page 1

Time: 16:00

### Co-Operative Bank

#### List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	Amazon	CARD	9.99		A4 Diary
02/01/2025	Horsham District Council	BACS	64.00		Purchase Ledger Payment
05/01/2025	Amazon	CARD	3.45		Packing Tape
06/01/2025	Grenke Leasing Ltd	BACS	89.00		Equipment Protection
06/01/2025	Grenke Leasing Ltd	BACS1	110.00		Equipment Protection
06/01/2025	Grenke Leasing Ltd	BACS1	175.61		Photocopier Fee
06/01/2025	Grenke Leasing Ltd	BACS	204.01		Photocopier Fee
07/01/2025	Amazon	CARD	5.94		Wireless Mouse
08/01/2025	Amazon	CARD	5.94		Wireless Mouse
08/01/2025	Amazon	CARD	12.99		A4 Diary
10/01/2025	Amazon	BACS	22.00		Poster Frames
10/01/2025	Amazon	CARD	9.99		Absorbent Powder
10/01/2025	Amazon	CARD	10.99		Blue Hand Towels
12/01/2025	Amazon	CARD	6.19		Stick on Tape
12/01/2025	Amazon	CARD	16.99		Spray Mop
13/01/2025	Correct Bank	CORRECT	0.50		Correct Bank
13/01/2025	Sainsburys	CARD	71.33		Centre Supplies
15/01/2025	Wightman & Parrish	BACS	59.69		Cleaning Products
16/01/2025	The Co-Operative Bank Plc	BACS	58.80		Bank Charges
17/01/2025	Eon Next Energy	BACS	1,204.60		Gas Bill
20/01/2025	Dulux	CARD	6.40		Paint Samples
22/01/2025	Petty Cash	Petty Cash	70.00		Petty Cash
22/01/2025	Jason Passingham	BACS	5.51		Door Wreaths
23/01/2025	Horsham District Council	BACS	79.70		Refuse Collection
23/01/2025	Transparency Cleaning Services	BACS	360.00		Gutter Cleaning
23/01/2025	Digital Managed Print Services	BACS	15.78		Photocopier
23/01/2025	Casual Staff	BACS	45.07		Salaries
23/01/2025	Casual Staff	BACS	51.08		Salary
23/01/2025	Casual Staff	BACS	66.11		Salaries
23/01/2025	Casual Staff	BACS	142.15		Salary
23/01/2025	Casual Staff	BACS	143.58		Salary
23/01/2025	Casual Staff	BACS	165.38		Salary
23/01/2025	Truffles Bakery	BACS	215.00		Catering
23/01/2025	Truffles Bakery	BACS	254.24		Catering
23/01/2025	ICA Electrical Contractors	BACS	240.00		Light replacement
23/01/2025	Squeegee Clean	BACS	518.00		Centre Cleaning
23/01/2025	David Tigg	BACS	120.00		Xmas Fayre sound
23/01/2025	Billingshurst Parish Council	BACS	7,442.87		Salary Recharge
23/01/2025	Prosale Limited	BACS	222.00		Automatic Door fault
23/01/2025	ICA Electrical Contractors	BACS	1,590.00		New lights
27/01/2025	Engie Power Limited	BACS	1,615.09		Electricity
27/01/2025	Kreston Reeves LLP	BACS	288.00		Payroll charges
28/01/2025	Next Day Paint	CARD	60.12		Dulux Paint
28/01/2025	B&Q	CARD	62.00		2 x Paint for Barnes Room
28/01/2025	Amazon	BACS	26.04		Bleach/Air Freshner
28/01/2025	Amazon	CARD	24.99		Hand Soap

Continued on Page 2

Date: 13/02/2025

**Billingshurst Community Centre Current Year**

Page 2

Time: 16:00

**Co-Operative Bank**

**List of Payments made between 01/01/2025 and 31/01/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			15,971.12		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCT	Billingshurst Community Transport	03/01/2025	Payment 114-1	0.00	0.00	175.57	-175.57	03/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>175.57</b>	<b>Ref: BACS</b>		
WSCC JP	WSCC	11/12/2024	1120	704.41	0.00	704.41	0.00	03/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>704.41</b>	<b>Ref: BACS</b>		
DANDELION	Dandelion Farewells	16/12/2024	1134	40.00	0.00	40.00	0.00	06/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>40.00</b>	<b>Ref: BACS</b>		
WILSON	Sandra Wilson School of Dance	30/09/2024	996	367.06	0.00	367.06	0.00	06/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>367.06</b>	<b>Ref: BACS</b>		
WSYOUTH	West Sussex Youth Justice Service	16/12/2024	1133	39.53	0.00	39.53	0.00	07/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>39.53</b>	<b>Ref: BACS</b>		
WSCC JR	West Sussex County Council	16/12/2024	1126	1,123.35	0.00	1,123.35	0.00	07/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>1,123.35</b>	<b>Ref: BACS</b>		
WSCCSW	WSCC Sonia Wren	04/12/2024	1100	301.51	0.00	301.51	0.00	08/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>301.51</b>	<b>Ref: BACS</b>		
ROCKCHOIR	Rock Choir Ltd	04/12/2024	1103	184.40	0.00	184.40	0.00	09/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>184.40</b>	<b>Ref: BACS</b>		
WWATCHERS	WW GBR Ltd	10/12/2024	1110	246.00	0.00	246.00	0.00	10/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>246.00</b>	<b>Ref: BACS</b>		

13/02/2025

## Billingshurst Community Centre Current Year

Page 2

16:01

## List of Receipts Entered for Month 10

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PILATES	Judi Ranger	17/12/2024	1148	72.30	0.00	72.80	-0.50	13/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>72.80</b>	<b>Ref: BACS</b>		
CHORAL	Billingshurst Choral Society	17/12/2024	1141	115.54	0.00	115.54	0.00	13/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>115.54</b>	<b>Ref: BACS</b>		
SEASONS	Seasons Art Class	17/12/2024	1149	138.08	0.00	138.08	0.00	13/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>138.08</b>	<b>Ref: BACS</b>		
PILATES	Judi Ranger	17/12/2024	1148	-0.50	0.00	-0.50	0.00	13/01/2025	1
		30/04/2024	743	0.50	0.00	0.50	0.00	13/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>0.00</b>			
SMB	Short Mat Bowls	13/01/2025	CR747	-36.88	0.00	-36.88	0.00	13/01/2025	1
		30/04/2024	747	36.88	0.00	36.88	0.00	13/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>0.00</b>			
SMB	Short Mat Bowls	13/01/2025	CR318	-1.20	0.00	-1.20	0.00	13/01/2025	1
		04/10/2023	318	1.20	0.00	1.20	0.00	13/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>0.00</b>			
HISTORY	Billingshurst Local History Society	28/01/2025	1191	69.04	0.00	69.04	0.00	14/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>69.04</b>	<b>Ref: BACS</b>		
BPC	Billingshurst Parish Council	11/12/2024	1115	137.91	0.00	137.91	0.00	10/01/2025	1
		11/12/2024	1116	12.57	0.00	12.57	0.00	10/01/2025	1
		11/12/2024	1117	259.56	0.00	259.56	0.00	10/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>410.04</b>	<b>Ref: CHEQUE</b>		

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WHIZZ	Whizz Kidz	17/12/2024	1144	211.76	0.00	211.76	0.00	15/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>211.76</b>			<b>Ref: BACS</b>
TAICHI	Tai Chi	17/12/2024	1150	41.20	0.00	41.20	0.00	16/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.20</b>			<b>Ref: BACS</b>
WSCC JH	West Sussex County Council	14/02/2024	595	247.18	0.00	247.18	0.00	16/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>247.18</b>			<b>Ref: BACS</b>
WEA	Workers Educational Association	13/01/2025	1153	172.56	0.00	172.56	0.00	17/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>172.56</b>			<b>Ref: BACS</b>
MIDHURST	Midhurst Palliative Care	17/01/2025	1160	114.20	0.00	114.20	0.00	20/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>114.20</b>			<b>Ref: BACS</b>
WSCC JH	West Sussex County Council	14/05/2024	773	150.46	0.00	150.46	0.00	20/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>150.46</b>			<b>Ref: BACS</b>
SWABY	Melita Swaby	21/01/2025	1176	20.50	0.00	20.50	0.00	21/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>20.50</b>			<b>Ref: BACS</b>
KIMBER	Suzanne Kimber	21/01/2025	1165	55.32	0.00	55.32	0.00	21/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>55.32</b>			<b>Ref: BACS</b>
GALLAGHER	Irish Dance	21/01/2025	1162	61.80	0.00	61.80	0.00	21/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>61.80</b>			<b>Ref: BACS</b>

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
TENNIS	Billingshurst Table Tennis Club	21/01/2025	1170	96.81	0.00	96.81	0.00	21/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>96.81</b>			<b>Ref: BACS</b>
WSSCOUTS	West Sussex Scouts	16/12/2024	1132	94.30	0.00	94.30	0.00	22/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>94.30</b>			<b>Ref: BACS</b>
SAOMA	Southern Academy of Martial Arts	21/01/2025	1166	123.60	0.00	123.60	0.00	22/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>123.60</b>			<b>Ref: BACS</b>
ADOPTIONL	Adoption South East Lewes	15/01/2025	1155	750.61	0.00	750.61	0.00	22/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>750.61</b>			<b>Ref: BACS</b>
PROBUS	Probus	09/01/2025	1152	46.50	0.00	46.50	0.00	23/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>46.50</b>			<b>Ref: BACS</b>
HEINRICH	Helen Heinrich	21/01/2025	1164	365.65	0.00	365.65	0.00	23/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>365.65</b>			<b>Ref: BACS</b>
CARERS	Carers Support West Sussex	15/01/2025	1158	218.25	0.00	218.25	0.00	24/01/2025	1
		15/01/2025	1159	8.63	0.00	8.63	0.00	24/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>226.88</b>			<b>Ref: BACS</b>
SSLMC	Surrey & Sussex Local Medical	15/01/2025	1157	314.47	0.00	314.47	0.00	27/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>314.47</b>			<b>Ref: BACS</b>
WI	Women's Institute	28/01/2025	1192	34.50	0.00	34.50	0.00	28/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>34.50</b>			<b>Ref: BACS</b>

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BFC	Billingshurst Family Church								
		21/01/2025	1172	193.62	0.00	193.62	0.00	28/01/2025	1
		21/01/2025	1173	77.04	0.00	77.04	0.00	28/01/2025	1
		21/01/2025	1174	102.46	0.00	102.46	0.00	28/01/2025	1
		21/01/2025	1175	1,163.58	0.00	1,163.58	0.00	28/01/2025	1
		21/01/2025	1177	2,109.54	0.00	2,109.54	0.00	28/01/2025	1
		22/01/2025	1183	107.87	0.00	107.87	0.00	28/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>3,754.11</b>			<b>Ref: BACS</b>
WI 2	Women's Institute								
		28/01/2025	1193	43.12	0.00	43.12	0.00	29/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>43.12</b>			<b>Ref: BACS</b>
STITCHED	Stitched up Textiles								
		27/01/2025	1187	37.25	0.00	37.25	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>37.25</b>			<b>Ref: BACS</b>
NHSGR	Sussex Community NHS Foundation								
		22/01/2025	1182	460.31	0.00	460.31	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>460.31</b>			<b>Ref: BACS</b>
SMB	Short Mat Bowls								
		21/01/2025	1171	124.47	0.00	124.47	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>124.47</b>			<b>Ref: Cash</b>
BADMINTON	Badminton (Thursday Club)								
		31/01/2025	1196	55.32	0.00	55.32	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>55.32</b>			<b>Ref: Cash</b>
SINGING	Singing for Pleasure								
		21/01/2025	1167	36.88	0.00	36.88	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>			<b>Ref: Cash</b>
HILDRETH	Sue Hildreth								
		03/12/2024	1095	41.00	0.00	41.00	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>41.00</b>			<b>Ref: Cash</b>

Continued over page



13/02/2025

## Billingshurst Community Centre Current Year

Page 6

16:01

## List of Receipts Entered for Month 10

User: SARAH

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
SINGING	Singing for Pleasure	16/01/2025	1185	36.88	0.00	36.88	0.00	31/01/2025	1
				<b>Receipt Total</b>	<b>0.00</b>	<b>36.88</b>	<b>Ref: Cash</b>		
				<b>Total Receipts Entered for Month 10</b>	<b>0.00</b>	<b>11,704.97</b>			

# APPENDIX B

Date:11/02/2025

Billingshurst Community Centre Current Year

Page 1

Time:11:07

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 4 - Co-Operative Bank

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	31/01/2025		35,696.15
			<u>35,696.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,696.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,696.15
		Balance per Cash Book is :-	35,696.15
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## APPENDIX C

### BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

#### CENTRE COMMITTEE

26 FEBRUARY 2025

#### MANAGER'S REPORT

##### FOR NOTING & DECISION

I want to thank the Committee for agreeing to the 3% increase to our hire rates; I will be notifying our users of the change at the end of the month.

Despite concerns in my previous report regarding the lack of communication from Payne's heating I am pleased to confirm that the work to install thermostats in each room will go ahead week commencing 14<sup>th</sup> April; I am hopeful by that time the weather would have improved enough for us to switch off the heating!!



We have some ongoing issues with parking from individuals specifically local residents whom I thought I had agreements with but now seem to think the terms do not apply to them. Having had a brief look, I thought a possible solution could come in the form of a gate, this idea will come with its issues as it will fall to the last person leaving to make sure the gate is in place and locked. There could be possible confrontations even though we would have adequate signage in

place as a forewarning that it will only be open when the Centre is, therefore people will run the risk of being locked in until we re-open. Ultimately, I am hoping that the message will get through that this is a private carpark and anybody not using the Centre shouldn't be parked here. I have added a photo for reference. Of course, I am open to any suggestions, plus we would need to take into account the implications for users of the EV points once operational.

The Centre's terms and conditions have been updated to reflect necessary changes; existing and proposed attached. I have sought guidance from similar venues and discovered ours were very lenient in comparison!!

The Committee is invited to note this report and consider the suggested new terms and conditions.



### Standard Conditions of Hire

These standard conditions apply to all hiring of the Association's premises. If the Hirer is in any doubt as to the meaning of the following, the Manager or other relevant person should immediately be consulted.

**1. Age**

The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under the Agreement, relating to management and supervision of the premises are met.

**2. Supervision**

The hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Centre Manager, the hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

**3. Time**

The Hirer will allow time within their requested booking slot for setting up and clearing away, failure to do so will incur additional charges.

**4. Invoicing**

The hirer will be invoiced very shortly after the booking has taken place. Party hirers will be expected to pay for their booking at least two weeks in advance.

**5. Use of Premises**

The hirer shall not use the premises (including the car park) for any purpose other than described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

**6. Insurance and Indemnity**

a. The Hirer shall be liable for:

- I. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- II. all claims losses, damages and costs made or incurred by the Council as Trustee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the hirer and
- III. all claims, losses, damages and costs made against or incurred by the Council as trustee, their employees, volunteer, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the hirer, and subject to sub -clause (b) the hirer shall indemnify and keep indemnified accordingly the Council as Trustee and its employees, volunteers, agents and invitees against such liabilities.





- b. The Billingshurst Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub clauses (a) (ii) and (iii) above. The Billingshurst Centre shall claim on its insurance for any liability of the hirer here under, but the hirer shall indemnify and keep indemnified the Council as Trustee and its employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of liability and the monies received under the policy.
- c. Where the Billingshurst Centre does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Manager to rehire the premises to another hirer.

The Billingshurst Centre is insured against any claims arising out of its own negligence.

**7. Gaming, Betting and Lotteries**

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries

**8. Music Copyright Licencing**

The hirer shall ensure that the Billingshurst Centre holds relevant licences under Performing Right Society (PRS) and the phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence

**9. Film**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**10. Childcare Act 2006**

The hirer shall ensure any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The hirer shall provide the Council as Trustee with a copy of their CRB check and Child Protection Policy on request

**11. Public Safety Compliance**

The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the Centre's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Centre Manager.

- a. The hirer acknowledges that they have received instruction in the following matters:

The action to be taken in event of a fire.

- This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - Location of the first aid box.
- b. In advance of any activity whether regulated entertainment or not the hirer shall check the following items:
- That all fire exits are unlocked and panic bolts in good working order.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire hazards on the premises.
  - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device)

## **12. Noise**

The hirer shall insure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## **13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

The hirer shall ensure that in order to avoid disturbing the centre's neighbours and avoid violent or criminal behaviour that care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

## **14. Health and Hygiene**

The hirer shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.



#### **15. Electrical Appliance Safety**

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

#### **16. Stored Equipment**

The Billingshurst Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each or part or part of a day at the hire fee per hiring until the same is removed.

The Billingshurst Centre may, use its discretion in any of the following circumstances:

- Failure by the hirer to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- Failure by the hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Council as Trustee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the hirer any costs incurred in storing and selling or otherwise disposing of the same.

#### **17. Smoking**

The hirer shall, and shall ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The smoking of electronic cigarettes is also prohibited on the premises. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

#### **18. Accidents and Dangerous Occurrences**

Any failure of equipment belonging to the Billingshurst Centre or brought in by the hirer must be reported as soon as possible. The hirer must report all accidents involving injury to the public to the Centre Manager as soon as possible and complete the relevant section in the Centre's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Centre Manager will give assistance in completing this form and can provide contact details.

#### **19. Explosives and Flammable Substances**

The hirer ensures that:

- Highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations or a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Centre Manager.



- No decorations are to be put up near light fittings or heaters.
- The use of smoke machines is prohibited

#### 20. Heating

The hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Council as Trustee. Portable liquefied propane gas (LPG) heating appliances shall not be used.

#### 21. Animals

The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Centre Manager. Animals are not permitted in the kitchen at any time.

#### 22. Fly Posting

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified the Council as Trustee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

#### 23. Sale of Goods

The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address and that any discounts offered are based only on manufacturers' recommended retail prices.

#### 24. Cancellation Policy

If the hirer wishes to cancel the booking before the date of the event and the Billingshurst Centre is unable to achieve a replacement booking, the question of the payment or the fee shall be at the discretion of the Billingshurst Centre:

- A cancellation fee will be payable by the hirer where the hiring is cancelled less than one month before the hire date at a rate of 50% of the total booking fee.
- If a hiring is cancelled less than one week before the hire date the charge will be 100% of the total booking fee.
- There will be no charge for cancellations made in writing more than one month before the hire date.

**Charges will be applicable for cancellations due to COVID with effect from 1<sup>st</sup> March 2022. Please refer to our cancellation policy for more information.**

The Billingshurst Centre reserves the right to cancel a hiring by written notice to the hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election by-election.
- The Council as Trustee reasonably considering that (i) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.



- The premises becoming unfit for the use intended by the hirer.
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Billingshurst Centre shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

#### **25. End of Hire**

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Centre shall be at liberty to make an additional charge.

#### **26. No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Centre Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Billingshurst Centre remain in the premises at the end of the hiring. It will become the property of the Billingshurst Centre unless removed by the hirer who must make good to the satisfaction of the Council as Trustee any damage caused to the premises by such removal.

#### **27. No Rights**

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

#### **28. Use of the Stage Office, Sound & Lighting**

The hirer must ensure that the stage office must not be used for any other purpose than the control of the electrical equipment. Under no circumstance must anything be placed in the office or the used as a store at any time. Should any unauthorised items be placed in the stage office, the Centre Manager reserves the right to remove that equipment. Agreement to use and operate the equipment from an outside party will only be granted to qualified, experienced individuals and the hirer will provide a name and contact details. The hirer will be responsible for the care of all equipment and will be liable for the cost of repair or replacement of damaged equipment.

#### **29. Car Park**

The use of the car park is for patrons only whilst using the Billingshurst Centre. The Council as trustee accepts no liability for any damages or losses whilst using the car park.

#### **30. Variations to Rates of Hire**

The Centre Management Committee reserves the right to increase rates of hire provided that they give the hirer one month's notice in writing. This increase is usually implemented annually on the 1<sup>st</sup> of April.



**BILLINGSHURST**  
Community & Conference Centre

**31. Provisional Bookings**

The Centre will hold provisional bookings for a maximum of 2 weeks only with effect from 1<sup>st</sup> March 2022. Bookings that are not confirmed within this time will be notified and their booking will be removed from the system.

Signed ..... Print Name ..... Dated.....





## Standard Conditions of Hire

### 1. Supervision

- Bookings can be made by hirers over the age of 21 only and will be deemed responsible for ensuring compliance to the conditions of hire.
- The hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric, and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity. As directed by the centre manager, the hirer shall make good or pay for all damage (including accidental) to the premises or to the fixtures, fitting or contents.

### 2. Times and use of premises

- The hirer shall not use the premises for any purpose other than that described in the booking confirmation form and shall not sub hire or allow the premises to be used for any unlawful purpose or in a way which may endanger the same or render any insurance invalid.
- Hirers and their group should refrain from arriving at the Centre earlier than the commencement of their booking.
- Rooms must not be entered before the time stated on the booking confirmation form and similarly must be vacated at the time stated. If any hire exceeds the agreed times, the Centre reserves the right to charge additional one hours hire fee, and in the case of hirers who repeatedly exceed the agreed times, to cancel or refuse to accept further bookings.
- The hirer and their parties must only use the rooms hired as per the booking confirmation.
- Local non-commercial hirers will be expected to set up and tidy away any furniture and equipment used during their booking. This should be carried out during the confirmed times on the booking confirmation.
- Hirers supplying their own refreshments and catering are expected to clean and clear away all used crockery and cutlery. A charge will be implemented to hirers who fail to comply.

### 3. Single Bookings, regular hirers, and invoicing

- Provisional bookings are accepted and will be held for 2 weeks only. If confirmation is not received after that time, the booking will be cancelled automatically.
- Full payment must be made within 30 days of hire, the Centre reserves the right to charge additional administration costs in the event of non-payment. Payment should be made by BACS, Cheque or Cash, as detailed on the invoice.
- From 1<sup>st</sup> April 2025, hirers (regular users aside) will be required to pay a 50% deposit on receipt of a booking confirmation to secure their booking. Should the event be unable to take place, and cancellation is made within our terms, a full refund will be made. Failure to pay the deposit within 1 week will result in an automatic cancellation or hire.
- Party hirers will be expected to pay for their booking in full two weeks in advance, failure to do so will result in an automatic cancellation of hire.
- Please note that we are unable to accept any teenage, 18<sup>th</sup>, or 21<sup>st</sup> birthday parties.





**4. Maximum Capacity**

The hirer agrees **NOT** to exceed the maximum permitted number of people including the organisers/performers:

- **The Main Hall** - Theatre style 165 people maximum, cabaret 120 maximum, boardroom 50 maximum.
- **The Stanley Room** - Theatre style 54 people maximum, cabaret 36 maximum, boardroom 25 maximum.
- **The Barnes Room** - Boardroom only seating 14 maximum.
- **Council Chamber 1** - Theatre style 40 people maximum, cabaret 20 maximum, boardroom 22 maximum.
- **Council Chamber 2** - Theatre style 40 people maximum, cabaret 20 maximum, boardroom 22 maximum.
- **Council Chambers 1&2** (dividing wall down) Theatre 90 maximum, boardroom 60 maximum, boardroom 44 maximum.

**5.**

**6. Insurance and Indemnity**

**a. The Hirer shall be liable for:**

- I. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- II. all claims' losses, damages and costs made or incurred by the Council as Trustee, their employees, volunteers, agents, or invitees in respect of damage or loss of property or injury to persons arising because of the use of the premises (including the storage of equipment) by the hirer and
- III. all claims, losses, damages and costs made against or incurred by the Council as trustee, their employees, volunteer, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the hirer, and subject to sub -clause (b) the hirer shall indemnify and keep indemnified accordingly the Council as Trustee and its employees, volunteers, agents and invitees against such liabilities.

b. The Billingshurst Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub clauses (a) (ii) and (iii) above. The Billingshurst Centre shall claim on its insurance for any liability of the hirer hereunder, but the hirer shall indemnify and keep indemnified the Council as Trustee and its employees, volunteers, agents, and invitees against (a) any insurance excess incurred and (b) the difference between the amount of liability and the monies received under the policy.

c. Where the Billingshurst Centre does not ensure the liabilities described in sub-clauses (a)(ii) and (iii) above, the hirer shall take out adequate insurance to ensure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Manager to rehire the premises to another hirer.

The Billingshurst Centre is insured against any claims arising out of its own negligence.

**7. Gaming, Betting and Lotteries**

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

**8. Music Copyright Licencing**

The hirer shall ensure that the Billingshurst Centre holds relevant licences under Performing Right Society (PRS) and the phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence.

**9. Film**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**10. Emergency Procedures**

- Fire exits must always be kept clear from obstructions, this includes the Foyer.
- If you discover a fire, immediately operate the nearest fire alarm call point, and leave the building.
- Call the fire services - dial 999.
- Proceed to the assembly point as directed on the fire notices displayed on the premises.
- If you hear a fire alarm, immediately leave the building, and proceed to the assembly point as directed on the fire evacuation procedures notice displayed on the premises.

**11. Noise**

The hirer shall insure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

**12. The sale and/or consumption of alcohol**

The sale of alcohol is conducted under the Premises Licence held by the Centre; Hirers may use the Centre's Licence for this purpose by prior arrangement and upon payment of a fee. The hirer is to ensure that alcohol is sold only to those aged 18 or over, and proof of age should be requested if the hirer is in any doubt. Furthermore, the hirer is to refuse the sale of alcohol to anyone who is demonstrating signs of intoxication. The consumption of alcohol by those under the age of 18 is forbidden and the hirer is to ensure that this restriction is observed.



**13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

The hirer shall ensure that to avoid disturbing the centre's neighbours and avoid violent or criminal behaviour that care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003

**14. Health and Hygiene**

The hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer. All food must be removed from fridges at the end of hire and any spills or food debris cleaned up and disposed of in the supplied bins.

**15. Electrical Appliance Safety**

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

**16. Stored Equipment**

The Billingshurst Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each or part or part of a day at the hire fee per hiring until the same is removed.

The Billingshurst Centre may, use its discretion in any of the following circumstances:

- Failure by the hirer to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- Failure by the hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Council as Trustee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the hirer any costs incurred in storing and selling or otherwise disposing of the same.

**17. Smoking**

Smoking and vaping are not permitted on the premises at any time. Designated areas at the front and rear of the building are available with appropriate bins to dispose of cigarette waste.

#### **18. Accidents and Dangerous Occurrences**

Any failure of equipment belonging to the Billingshurst Centre or brought in by the hirer must be reported as soon as possible. The hirer must report all accidents involving injury to the public to the Centre Manager as soon as possible and complete the relevant section in the Centre's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Centre Manager will give assistance in completing this form and can provide contact details.

#### **19. Explosives and Flammable Substances**

The hirer ensures that:

- Highly flammable substances are not brought into or used in any part of the premises and that no internal decorations or a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Centre Manager.
- No decorations are to be put up near light fittings or heaters.
- The use of smoke machines is prohibited.

#### **20. Heating**

The hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Council as Trustee. Portable liquefied propane gas (LPG) heating appliances shall not be used.

#### **21. Animals**

Animals are allowed on site and owners will accept full responsibility during hire and whilst moving around the Centre. No animal shall be permitted to enter the kitchen at any time.

#### **22. Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Committee's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

#### **23. Sale of Goods**

The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address and that any discounts offered are based only on manufacturers' recommended retail prices.

#### **24. CCTV**

CCTV is always in operation on these premises including the car park for the purpose of crime prevention.



## 25. Cancellation Policy

- Cancellation of a booking will not incur a charge if made in writing no less than 1 month before the booking is due to take place.
- Bookings cancelled at less than 1 months' notice will be charged 25% of the total hire fee.
- Bookings cancelled at less than two weeks' notice will be charged 50% of the hire fee.
- Full payment will be required if cancellation is made 48 hours or less before taking place.

The Billingshurst Centre reserves the right to cancel a hiring by written notice to the hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election by-election.
- The Council as Trustee reasonably considering that (i) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring.
- The premises becoming unfit for the use intended by the hirer.
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Billingshurst Centre shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

## 26. End of Hire

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Centre shall be at liberty to make an additional charge.

## 27. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Centre Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Billingshurst Centre remain in the premises at the end of the hiring. It will become the property of the Billingshurst Centre unless removed by the hirer who must make good to the satisfaction of the Council as Trustee any damage caused to the premises by such removal.

## 28. No Rights

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.





**29. Use of the Stage Office, Sound & Lighting**

The hirer must ensure that the stage office must not be used for any other purpose than the control of the electrical equipment. Under no circumstance must anything be placed in the office or the used as a store at any time. Should any unauthorised items be placed in the stage office, the Centre Manager reserves the right to remove that equipment. Agreement to use and operate the equipment from an outside party will only be granted to qualified, experienced individuals and the hirer will provide a name and contact details. The hirer will be responsible for the care of all equipment and will be liable for the cost of repair or replacement of damaged equipment. Equipment must be left as found.

**30. Car Parking and Bicycles**

- Hirers are entitled to park on the site carpark where space is available.
- Car park space can be used during the period of hire only and subject to spaces being available. No guarantee of availability will be given.
- Any cars, bicycles and property are left at the owner's risk, the Council as trustee accepts no liability for any damages or losses whilst using the car park.
- Bicycles should be parked outside in the cycle rack located near the Centre's front entrance.
- Bicycles including fold-up are not permitted inside the Centre at any time.

**31. Variations to Rates of Hire**

The Centre Management Committee reserves the right to increase rates of hire if they give the hirer one month's notice in writing. This increase is usually implemented annually on the 1<sup>st</sup> of April.

**32. Complaints Procedure**

Complaints can be made in writing to supervisor@billingshurst.gov.

**Billingshurst Community and Conference Centre reserves the right to amend these Terms and Conditions without notice.**

Signed ..... Print Name ..... Dated.....