



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 March 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

20 March 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. TO RESOLVE the following recommendations from the previous inquorate meeting:

13/25 Apologies for Absence.

Apologies for absence were received from Cllrs Edna Benger, Phillip Day, Sandy Duck and Craig Jones due to approved reasons. On the proposal of Cllr Paul Berry seconded by Cllr Craig Gale, **RECOMMEND** that the apologies and reasons given be accepted.

No apology received: Cllr Jeremy Harris

15/25 Minutes.

The minutes of 29 January 2025, previously circulated, were taken as read. On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RECOMMEND** that the minutes be approved and signed as a correct record accordingly.

18/25 To approve payments for January 2025.

Details of payments for January 2025 had been previously circulated, along with receipts. On the proposal of Cllr Craig Gale seconded by Cllr Paul Berry, **RECOMMEND** that the payments, Appendix A, be approved and published on the Council's website accordingly and any receipts NOTED.

5. Approval of the Minutes of the meeting on 26 February 2025 previously circulated; to confirm and sign the minutes as a correct record.
6. Clerk's Report.
7. 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.
8. To approve payments and note receipts for February 2025 – Appendix A.
9. To note Bank Reconciliation: COOP Current Account: 28 February 2025 – Appendix B.
10. To note Bank Reconciliation: NatWest Account: 25 February 2025 – Appendix C.
11. To receive the Manager's Report - Appendix D.
12. To consider revised Hirers Terms & Conditions - Appendix E.
13. Date of Next Meeting – **Wednesday 30 April 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: 20/03/2025

Billingshurst Community Centre Current Year

Page 1

Time: 11:25

Co-Operative Bank

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Horsham District Council	BACS	64.00		Purchase Ledger Payment
04/02/2025	Amazon	CARD	79.00		Speakers
12/02/2025	Sainsburys	CARD	2.15		Milk
12/02/2025	Amazon	CARD	21.05		Bowls
13/02/2025	Snack At Jacks	CARD	65.25		Catering
14/02/2025	Office Furniture	CARD	343.20		3 x Office Chairs
17/02/2025	Wightman & Parrish	BACS	179.11		Cleaning
17/02/2025	Amazon	CARD	204.99		Freestanding Screen
17/02/2025	The Co-Operative Bank Plc	BACS	59.60		Monthly Fee
18/02/2025	Eon Next Energy	BACS	1,608.83		Gas
18/02/2025	Horsham District Council	BACS	67.25		Refuse Collection
20/02/2025	Tesco	CARD	58.07		Centre Supplies
24/02/2025	Casual Staff	DD	413.83		Salary
24/02/2025	Casual Staff	BACS	33.88		Salary
24/02/2025	Casual Staff	BACS	405.65		Salary
24/02/2025	Casual Staff	BACS	38.44		Salary
24/02/2025	Casual Staff	BACS	225.97		Salary
24/02/2025	Casual Staff	BACS	137.00		Salary
24/02/2025	Casual Staff	BACS	233.58		Salary
24/02/2025	Digital Managed Print Services	BACS	13.18		Photocopies
24/02/2025	Squeegee Clean	BACS	95.00		Window Cleaning
24/02/2025	Truffles Bakery	BACS	195.00		Catering
24/02/2025	ICA Electrical Contractors	BACS	270.00		Emergency Lighting
24/02/2025	Squeegee Clean	BACS	609.00		Centre Cleaning
24/02/2025	MJN Services	BACS	1,150.00		Barnes Room painting
24/02/2025	Performing Rights Society	BACS	1,444.69		Licence Fee
24/02/2025	Billingshurst Parish Council	BACS	6,080.63		Staff Salaries
24/02/2025	Paynes Heating & Plumbing Serv	BACS	7,935.28		Heating Controls
24/02/2025	Sussex Land Services	BACS	3,213.80		Grounds Contract (BPC)
24/02/2025	Initial Washroom Hygiene	BACS	55.37		Termination Charges
24/02/2025	Amazon	CARD	6.12		Cleaning Wipes
25/02/2025	Floorstock Limited	CARD	61.26		Sportsclean
25/02/2025	Amazon	CARD	10.99		Blue Hand Towels
26/02/2025	Engie Power Limited	BACS	1,578.28		Electricity
Total Payments			26,959.45		

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
EVERSFIELD	Katie Eversfield	28/01/2025	1188	87.37	0.00	87.37	0.00	03/02/2025	1
				Receipt Total	0.00	87.37			Ref: BACS
BCT	Billingshurst Community Transport	03/02/2025	Payment 115-1	0.00	0.00	175.57	-175.57	03/02/2025	1
				Receipt Total	0.00	175.57			Ref: BACS
BCT	Billingshurst Community Transport	28/01/2025	1189	29.80	0.00	29.80	0.00	04/02/2025	1
				Receipt Total	0.00	29.80			Ref: BACS
SBISHOP	Sian Bishop	04/02/2025	1223	27.65	0.00	27.65	0.00	04/02/2025	1
				Receipt Total	0.00	27.65			Ref: BACS
HILDRETH	Sue Hildreth	03/02/2025	1203	61.50	0.00	61.50	0.00	04/02/2025	1
				Receipt Total	0.00	61.50			Ref: BACS
KIMBER	Suzanne Kimber	04/02/2025	1204	73.76	0.00	73.76	0.00	04/02/2025	1
				Receipt Total	0.00	73.76			Ref: BACS
KEMP	Nadia Kemp	04/02/2025	1210	82.00	0.00	82.00	0.00	04/02/2025	1
				Receipt Total	0.00	82.00			Ref: BACS
MESSYCHURC	Messy Church	27/01/2025	1186	96.15	0.00	96.15	0.00	04/02/2025	1
				Receipt Total	0.00	96.15			Ref: BACS
GALLAGHER	Irish Dance	04/02/2025	1207	103.00	0.00	103.00	0.00	04/02/2025	1
				Receipt Total	0.00	103.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BPC	Billingshurst Parish Council								
		21/01/2025	1178	259.56	0.00	259.56	0.00	04/02/2025	1
		21/01/2025	1179	794.90	0.00	794.90	0.00	04/02/2025	1
		21/01/2025	1180	44.70	0.00	44.70	0.00	04/02/2025	1
		22/01/2025	1184	92.64	0.00	92.64	0.00	04/02/2025	1
				Receipt Total	0.00	1,191.80			Ref: BACS
WOOLVEN	Southern Martial Arts								
		04/02/2025	1220	164.80	0.00	164.80	0.00	04/02/2025	1
				Receipt Total	0.00	164.80			Ref: BACS
PILATES	Judi Ranger								
		03/02/2025	1198	48.20	0.00	48.20	0.00	05/02/2025	1
				Receipt Total	0.00	48.20			Ref: BACS
WILSON	Sandra Wilson School of Dance								
		21/01/2025	1169	133.90	0.00	133.90	0.00	05/02/2025	1
				Receipt Total	0.00	133.90			Ref: BACS
WILSON	Sandra Wilson School of Dance								
		04/12/2024	1109	432.25	0.00	432.25	0.00	05/02/2025	1
				Receipt Total	0.00	432.25			Ref: BACS
INDRA	Indra Gunawardhane								
		05/02/2025	1225	25.62	0.00	25.62	0.00	06/02/2025	1
				Receipt Total	0.00	25.62			Ref: BACS
SWABY	Melita Swaby								
		04/02/2025	1215	61.50	0.00	61.50	0.00	06/02/2025	1
				Receipt Total	0.00	61.50			Ref: BACS
PONTET	Jeannie Pontet								
		05/02/2025	1224	110.64	0.00	110.64	0.00	06/02/2025	1
				Receipt Total	0.00	110.64			Ref: BACS
CARERS	Carers Support West Sussex								
		04/02/2025	1206	51.65	0.00	51.65	0.00	07/02/2025	1
				Receipt Total	0.00	51.65			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
MUNTHAM	Muntham House School	04/02/2025	1212	57.09	0.00	57.09	0.00	07/02/2025	1
				Receipt Total	0.00	57.09			Ref: BACS
LIFESTYLE	Lifestyle Fitness	04/02/2025	1211	61.80	0.00	61.80	0.00	07/02/2025	1
				Receipt Total	0.00	61.80			Ref: BACS
TENNIS	Billingshurst Table Tennis Club	03/02/2025	1197	129.08	0.00	129.08	0.00	07/02/2025	1
				Receipt Total	0.00	129.08			Ref: BACS
WEA	Workers Educational Association	30/10/2024	1037	172.56	0.00	172.56	0.00	07/02/2025	1
				Receipt Total	0.00	172.56			Ref: BACS
GLF SCHOOL	GLF WS Teaching School Hub	28/01/2025	1194	355.81	0.00	355.81	0.00	07/02/2025	1
				Receipt Total	0.00	355.81			Ref: BACS
WSCC TM	West Sussex County Council - T Marshall	13/01/2025	1154	619.81	0.00	619.81	0.00	07/02/2025	1
				Receipt Total	0.00	619.81			Ref: BACS
HDC	Horsham District Council	10/02/2025	Payment 116-1	0.00	0.00	291.84	-291.84	10/02/2025	1
				Receipt Total	0.00	291.84			Ref: BACS
WI 2	Women's Institute	11/02/2025	1239	43.12	0.00	43.12	0.00	11/02/2025	1
				Receipt Total	0.00	43.12			Ref: BACS
PAGE	Darren Page	11/02/2025	1237	92.20	0.00	92.20	0.00	11/02/2025	1
				Receipt Total	0.00	92.20			Ref: BACS

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCC JH	West Sussex County Council	21/01/2025	1161	151.66	0.00	151.66	0.00	11/02/2025	1
				Receipt Total	0.00	151.66			Ref: BACS
STEYNING	Steyning Police	04/02/2025	1214	280.88	0.00	280.88	0.00	12/02/2025	1
				Receipt Total	0.00	280.88			Ref: BACS
HEALTH	Healthwatch West Sussex	15/01/2025	1156	83.40	0.00	83.40	0.00	12/02/2025	1
				Receipt Total	0.00	83.40			Ref: BACS
KIMBER	Suzanne Kimber	12/02/2025	Payment 117-1	0.00	0.00	130.50	-130.50	12/02/2025	1
				Receipt Total	0.00	130.50			Ref: BACS
WSCC BN	West Sussex County Council - Ben Neal	30/09/2024	998	151.66	0.00	151.66	0.00	12/02/2025	1
				Receipt Total	0.00	151.66			Ref: BACS
STITCHED	Stitched up Textiles	10/02/2025	1235	37.25	0.00	37.25	0.00	13/02/2025	1
				Receipt Total	0.00	37.25			Ref: BACS
PROBUS	Probus	12/02/2025	1241	46.50	0.00	46.50	0.00	13/02/2025	1
				Receipt Total	0.00	46.50			Ref: BACS
HEINRICH	Helen Heinrich	03/02/2025	1200	520.15	0.00	520.15	0.00	13/02/2025	1
				Receipt Total	0.00	520.15			Ref: BACS
BFC	Billingshurst Family Church	10/02/2025	1229	1,046.62	0.00	1,046.62	0.00	13/02/2025	1
		10/02/2025	1230	193.62	0.00	193.62	0.00	13/02/2025	1
		10/02/2025	1231	187.34	0.00	187.34	0.00	13/02/2025	1
		10/02/2025	1232	111.66	0.00	111.66	0.00	13/02/2025	1

Continued over page

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
		10/02/2025	1233	195.71	0.00	195.71	0.00	13/02/2025	1
		10/02/2025	1234	172.20	0.00	172.20	0.00	13/02/2025	1
			Receipt Total	0.00		1,907.15			Ref: BACS
HEARING	Hidden Hearing Limited								
		21/01/2025	1163	456.72	0.00	456.72	0.00	14/02/2025	1
		04/02/2025	1209	456.72	0.00	456.72	0.00	14/02/2025	1
			Receipt Total	0.00		913.44			Ref: BACS
MIDHURST	Midhurst Palliative Care								
		14/02/2025	1243	114.20	0.00	114.20	0.00	17/02/2025	1
			Receipt Total	0.00		114.20			Ref: BACS
WI	Women's Institute								
		12/02/2025	1242	50.60	0.00	50.60	0.00	17/02/2025	1
			Receipt Total	0.00		50.60			Ref: BACS
WWATCHERS	WW GBR Ltd								
		21/01/2025	1168	123.00	0.00	123.00	0.00	17/02/2025	1
			Receipt Total	0.00		123.00			Ref: BACS
GALLAGHER	Irish Dance								
		18/02/2025	1251	185.40	0.00	185.40	0.00	19/02/2025	1
			Receipt Total	0.00		185.40			Ref: BACS
BCP	Billingshurst Community Partnership								
		28/01/2025	1195	37.25	0.00	37.25	0.00	20/02/2025	1
			Receipt Total	0.00		37.25			Ref: BACS
ADOPTIONL	Adoption South East Lewes								
		17/02/2025	1244	160.99	0.00	160.99	0.00	21/02/2025	1
			Receipt Total	0.00		160.99			Ref: BACS
WWATCHERS	WW GBR Ltd								
		04/02/2025	1222	164.00	0.00	164.00	0.00	21/02/2025	1
			Receipt Total	0.00		164.00			Ref: BACS

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CARERS	Carers Support West Sussex								
		11/02/2025	1238	103.56	0.00	103.56	0.00	21/02/2025	1
		18/02/2025	1249	80.25	0.00	80.25	0.00	21/02/2025	1
				Receipt Total	0.00	183.81			Ref: BAVS
SSLMC	Surrey & Sussex Local Medical								
		17/02/2025	1245	335.71	0.00	335.71	0.00	24/02/2025	1
				Receipt Total	0.00	335.71			Ref: BACS
MESSYCHURC	Messy Church								
		17/02/2025	1246	96.15	0.00	96.15	0.00	26/02/2025	1
				Receipt Total	0.00	96.15			Ref: BACS
WAINEWRIGHT	Nick Wainewright								
		26/02/2025	1254	110.66	0.00	110.66	0.00	26/02/2025	1
				Receipt Total	0.00	110.66			Ref: BACS
BCT	Billingshurst Community Transport								
		04/02/2025	1205	29.80	0.00	29.80	0.00	28/02/2025	1
		03/01/2025	Payment 114-1	-175.57	0.00	-175.57	0.00	28/02/2025	1
		28/01/2025	1190	175.57	0.00	175.57	0.00	28/02/2025	1
		03/02/2025	Payment 115-1	-175.57	0.00	-175.57	0.00	28/02/2025	1
		18/02/2025	1248	175.57	0.00	175.57	0.00	28/02/2025	1
				Receipt Total	0.00	29.80			Ref: BACS
WEA	Workers Educational Association								
		04/02/2025	1218	129.42	0.00	129.42	0.00	28/02/2025	1
				Receipt Total	0.00	129.42			Ref: BACS
WHIZZ	Whizz Kidz								
		04/02/2025	1219	138.00	0.00	138.00	0.00	28/02/2025	1
				Receipt Total	0.00	138.00			Ref: BACS
CHORAL	Billingshurst Choral Society								
		03/02/2025	1201	196.84	0.00	196.84	0.00	28/02/2025	1
				Receipt Total	0.00	196.84			Ref: BACS
				Total Receipts Entered for Month 11	0.00	11,058.89			

APPENDIX B

Date: 17/03/2025

Billingshurst Community Centre Current Year

Page 1

Time: 13:18

Bank Reconciliation Statement as at 28/02/2025
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	28/02/2025		34,805.81
			34,805.81
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			34,805.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			34,805.81
		Balance per Cash Book is :-	34,805.81
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date:20/03/2025

Billingshurst Community Centre Current Year

Page 1

Time: 11:17

Bank Reconciliation Statement as at 25/02/2025
for Cashbook 3 - Natwest 1042

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	25/02/2025		31,885.95
			<u>31,885.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,885.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,885.95
		Balance per Cash Book is :-	31,885.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX D

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

26 MARCH 2025

MANAGER'S REPORT

FOR INFORMATION

Last week I received a verbal complaint from a participant who attends a regular monthly meeting in the Stanley Room regarding the condition of our chairs, it isn't the first time this person has raised this issue but this time the manner was slightly more aggressive in tone. I



am receiving more comments especially from our regular hirers and having to justify what I am doing to address this. I have attached a quote from Kirkhouse who supplied the chairs originally back in 2015, then recovered our existing ones in the Barnes Room and Council Chambers; unfortunately, as previously mentioned, this option has been problematic as they came back without drill holes so Colin and John had to guess how the seat pads and backs reattached to the frames. Some are now falling apart as they were not fitted properly whilst some of the backs have been put on too low, not really giving the chairs a professional finish. I have asked the Clerk

how best these might be funded, given that having already funded the new boiler from the Centre's own reserves this year, our bank accounts balances are on the low side.

The terms and conditions have now been updated to reflect the requested amendments – see following agenda item.

The electric charging points are now in place for use, however, in my previous report I mentioned having a barrier in place to stop parking from non-Centre users; the instalment of these chargers will now possibly counteract that idea unless we specify that the charging points are for Centre visitors only. Thoughts on this will be welcome.

The Committee is invited to note this report.

PRO FORMA INVOICE

E-Mail Address: info@kirkhouse.co.uk
Telephone: 01670 81 00 44
VAT Number: 337 7533 37



Unit 21
Rassau Industrial Estate
Ebbw Vale
Gwent
NP23 5SD
United Kingdom

Mrs Sarah Newell
Billingshurst Centre
Roman Way
Billingshurst
West Sussex
RH14 9QW
United Kingdom
Telephone: 01403 787690

Invoice Number: KH9092
Delivery Method: UK Standard
Date: 20 Mar 2025

Item	Qty	VAT	Price	Subtotal
Urban Stacking Chair Model: Chair Upholstery Colour: Vita Vinyl range Frame Colour: Choice of 7	200	20.00%	£58.00	£11,600.00
			Subtotal:	£11,600.00
			VAT:	£2,320.00
			Total:	£13,920.00

Please note: Delivery Address is as Billing Address, unless otherwise stated above.

Registered in England No 1452426 | VAT No 337753337 | EORI: GB 337753 337 000

BACS Payment

Bank name: NAT WEST

Sort Code: 56 00 45

Account No: 00322008

Cheque Payment

Kirkhouse is owned by Advanced Furniture, cheques should be made payable to "Advanced Moulds Ltd"

International Bank Transfer

BIC: NWBK GB 2L

IBAN: GB14NWBK 5600 4500 3220 08



Standard Conditions of Hire

1. Supervision

- Bookings can be made by hirers over the age of 18 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 1st 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, 18th, or 21st 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 by the hirer 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 combustibile 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 at the managers discretion. Owners will accept full responsibility during their hire period 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.³

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 1st of April.

32. Complaints Procedure

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

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

Signed Print Name Dated.....