



## NEWHAVEN TOWN COUNCIL

### Application for Private Hire of Premises by a Casual User

Please note applications must be submitted **at least 14 days** before the date of hiring.  
Please complete all sections:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Premises required: \_\_\_\_\_

Date required: \_\_\_\_\_

Time of booking: From \_\_\_\_\_ To: \_\_\_\_\_

Purpose of hire: \_\_\_\_\_

*If for a birthday party, state age*

How many people are expected to attend? \_\_\_\_\_ Age range: \_\_\_\_\_ Will there be a disco? \_\_\_\_\_

In the case of an emergency would anyone need assistance getting out the building? Yes No  
(If yes please contact us for more information)

Will alcohol be consumed? \_\_\_\_\_ If yes, will it be for sale? \_\_\_\_\_

If for sale, please confirm that a Temporary Event Notice will be submitted to the Licensing Officers of Lewes District Council and Sussex Police? Yes/No

Will food be available? \_\_\_\_\_ Prepared on the premises? \_\_\_\_\_

Details of any electrical equipment to be used \_\_\_\_\_

*eg. projectors, disco equipment, lights, CD players*

I confirm that the above details are accurate and I have read the "Conditions of Hire of Premises" and "Fire Safety Advice" and agree to observe and abide by them.

Signed: \_\_\_\_\_

*To be signed by the person whose name and address are given above*

**PLEASE NOTE: Receipt of this form does not imply that the booking will be accepted**





## NEWHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

Tel: (01273) 516100

Fax: (01273) 611175

Email: [admin@newhaventowncouncil.gov.uk](mailto:admin@newhaventowncouncil.gov.uk)

### **CONDITIONS OF HIRE OF PREMISES UNDER THE CONTROL OF THE COUNCIL**

1. For the purpose of these Conditions of Hire, the word "Premises" shall be deemed to mean the Meeching Hall, Fort Road, the Lewes Road Hut, Robinson Road, the Eastside Social Centre, Norton Terrace, the Denton & Mount Pleasant Social Centre, Denton Road, Denton. The word "Council" shall be deemed to mean the Newhaven Town Council.
2. The Council reserves the right to refuse the hire of its premises to any applicant, without stating reasons for so doing.
3. Except as otherwise provided by Common Law, the Council cannot accept liability for injury, or loss of property, suffered by persons using its premises during the period of hire.
4. The Council will hold the Hirer responsible for all damage to its premises, howsoever caused, during the period of the hiring, and will require reimbursement, in full, of all financial loss in respect of such damage.
5. Keys issued to regular users **must** at all times be retained by them and under no circumstances be handed to persons not connected with the organisation concerned.
6. Hirers must conform strictly to the hours for which they have booked the premises and these should include the time required for preparation and clearance of the premises. No use of the premises is permitted except as previously agreed with the Council, and any additional use will be the subject of a separate charge.
7. No equipment may be stored in the premises, other than equipment used in connection with the use of the building, without the prior consent of the Council.
8. All lights and heaters must be extinguished, and all doors and windows secured on completion of the hiring.
9. In the interests of public safety, Hirers **must** appoint Stewards who should be equipped with (a) three hand lamps for use in case of failure of the mains electricity supply, and (b) a First Aid Box for use in case of emergency.
10. Applications for hire by casual users **must** be sponsored by a person not less than 25 years of age, who must accept, in full, the responsibility detailed in Clause No.4 above, and who must remain on the premises throughout the entire period of hire.
11. The premises **must** be left in a clean and tidy condition at the termination of the hiring and all rubbish must be removed from the Premises.
12. All users of the premises shall ensure that no nuisance is caused to the occupants of neighbouring buildings by reason of excessive noise, or of unruly behaviour.

13. The playing of music, of all types, **shall cease by 11.45pm** and the premises vacated by midnight in respect of all hirings.
14. No smoking is permitted inside the premises.
15. Prior to the period of hiring, the Council will require a **cash deposit** of £100.00 (one Hundred Pounds only) to be paid by casual users for adult parties, or £20.00 (twenty pounds only) key deposit for all other users. This sum will be returned after inspection of the premises has taken place (normally within 48 hours of completion of the hiring) provided that all of the Conditions set out in Clauses 1 to 13 above have been observed. Part, or all, of the deposit may be retained by the Council in the event of infringement of these Conditions.
16. The Council's premises may not be let for publicly advertised dances and admission to these is permitted for ticket holders only.
17. The Council's premises may not be let for public meetings or other events which aim to further the interests of any political party. Any public meetings held at Council premises to discuss issues of public interest must encourage open discussion of different viewpoints and, where appropriate, must invite speakers with a range of political views.
18. **Private** political meetings involving elected members of the town council **only** may be held at the Council's premises without charge.
19. Applications for hire of the Council's premises shall imply acceptance of all of the foregoing Conditions.

NEWHAVEN TOWN COUNCIL  
TOWN COUNCIL OFFICES  
18 FORT ROAD  
**NEWHAVEN**  
EAST SUSSEX  
**BN9 9QE**

## **NOTES**

- a) The Council's premises are **not** licensed for the sale of alcohol. If alcohol is to be sold, it will be necessary for the hirer to submit a Temporary Event Notice to the Licensing Officers of Lewes District Council and Sussex Police, at least 10 days prior to the hiring date. This Notice is obtainable by, and at the expense of, the hirer (current application fee £21.00)
- b) Hirers are also reminded that within the terms of the Town Council's licence with Lewes District Council, the maximum numbers of persons permitted to attend the Town Council's premises are as follows:-

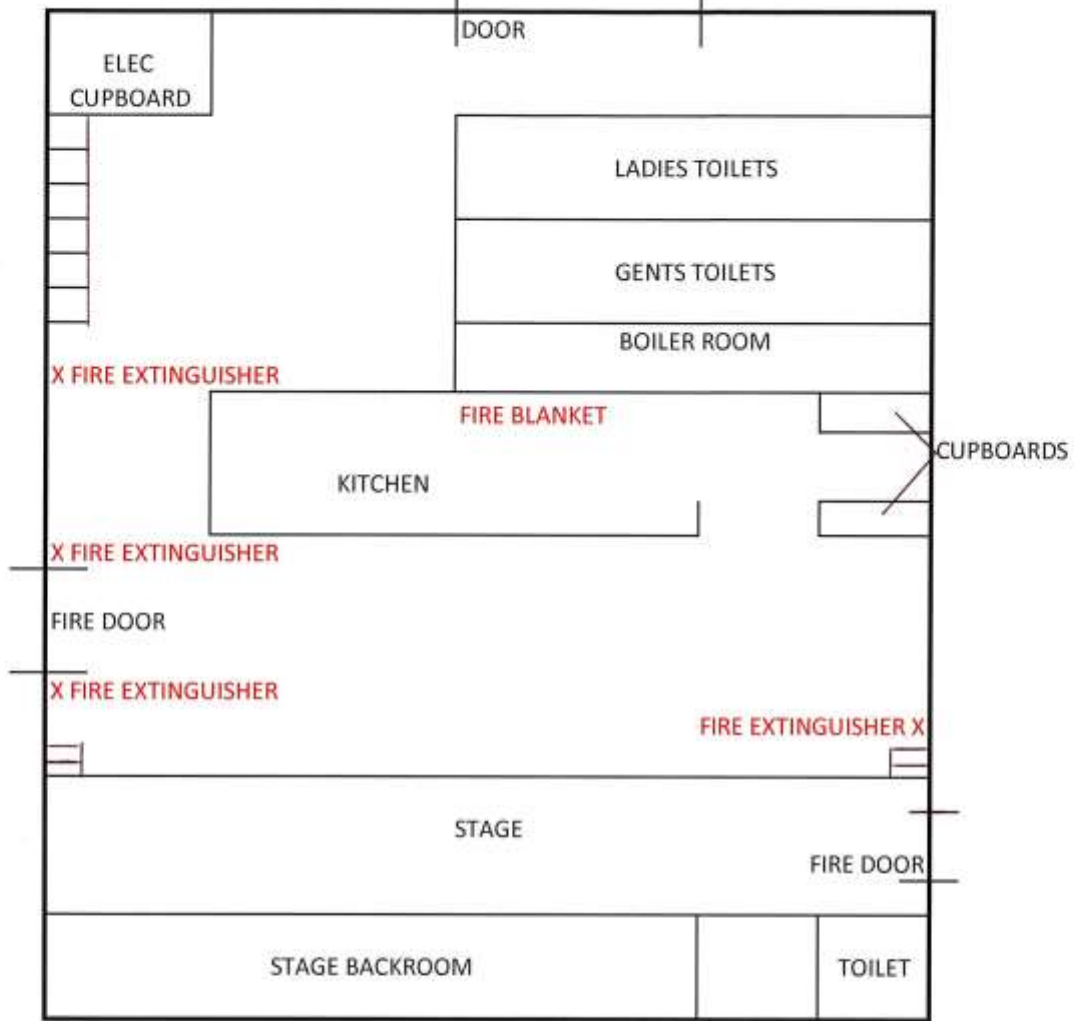
|                                       |     |
|---------------------------------------|-----|
| Meeching Hall, (ground floor)         | 110 |
| Denton & Mount Pleasant Social Centre | 100 |
| Eastside Social Centre                | 75  |
| Lewes Road Social Centre              | 60  |

## **FIRE SAFETY ADVICE**

1. Before the event starts please check where the **Fire Exits** are and make your guests aware. Also make them aware of the **Fire Assembly Point**, which is listed on the **Fire Procedure** document next to all exits.
2. If there is a fire tell all your guests (shout **FIRE**).
3. Tell everyone to leave the building immediately using the **nearest exit**.
4. Fire Extinguishers are shown on the floor plan, but are provided to help you get out of the building. **Do not** put yourself at risk by attempting to fight the fire for any other reason.
5. Once you are out of the building everybody should gather at the **FIRE ASSEMBLY POINT**, so that you can tell if anyone is left inside.
6. **RING THE FIRE BRIGADE** and remain at the Fire Assembly Point, notify them as to whether everybody is out of the building.

MEECHING HALL

GROUND FLOOR



FIRST FLOOR

