

State Hall - Letting Charges

State Hall is a refurbished, light, airy and spacious building, fully equipped in a comfortable style suitable for many types of events. It is available for conferences, seminars, staff training, social events, receptions etc. There is permanent staging in the Heathfield hall which measures approx. 5m x 3m.

The building is security alarmed for fire and theft, with interior lighting. There is a short stay (max. 3 hours) Council car park behind State Hall, with an additional long stay parking area at the far end of the car park. There are two limited mobility-parking bays near the rear entrance of the Hall.

Accommodation	up to 1 hour	up to 2 hours	up to 3 hours	additional hours - per hour
Heathfield Hall	£25.00	£40.00	£50.00	£10.00
Mayfield room	£25.00	£30.00	£40.00	£8.00
Burwash room	£25.00	£30.00	£40.00	£8.00
Horam room	£25.00	£30.00	£40.00	£8.00
Foyer - (limited availability)	£25.00	£30.00	£40.00	£8.00
Main Kitchen (Only available when hiring one of above)	£10.00 per session plus additional £10.00 for use of gas cooker, dishwasher, cooking utensils and crockery			
PA	to include up to 2 microphones and a CD player £10 per session Full PA system (to include operator) will be charged at £50 per 3 hourly session			

- Less 25% discount of 'Room rate' only when hired with Heathfield Hall for same duration
- 25% of the full hire rate is payable upon booking
- The balance of payment must be made 7 days before the event
- Setting up and breaking down times should be included in the letting period

Kings Church
State Hall
Station Road
Heathfield
East Sussex
TN21 8LD

Phone: 01435 863786 Email: office@kcheathfield.org.uk

The management of State Hall, thereafter known as the Hall, rests with the Hall Management and the owners, Kings Church Heathfield. Our aim is to work closely with the local and wider community.

Hall Policy

The Hall is operated under an equal opportunities code of conduct and a code of behaviour, which is as follows: -

- a All people will be treated with dignity and respect at all times.
- b At all times people's feelings will be valued and respected.
Language or humour that people find offensive will not be tolerated
(e.g. sexist or racist jokes or terminology).
- c No one will be harassed, abused or intimidated on any grounds. Incidents of harassment will be treated seriously and the person/persons causing the offence will be asked to leave the Hall.
- d The Hall Management expects a high level of good conduct from the users of the Hall. Hall users/hirers therefore are required to refrain from offensive language and loud/unruly behaviour. Hall users/hirers will respect the premises, avoid damage to property and unnecessary mess.

Serious breach of the above conditions will result in the offenders being asked to leave the premises.

Use of the Hall

The use of the Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

1. Application to use the Hall

- a Application for Hall use shall be made to Kings Church Administrator.
- b The right to refuse any application for the use of Hall facilities is reserved to the Hall Management.
- c The Hall Management reserves the right to cancel bookings when the premises are considered unfit for the intended use.
- d The Hall is open to bookings from all individuals and groups. However, as the Hall is owned and operated by a Christian Church, the Hall Management reserves the right to refuse bookings that promote or support behaviour, activities or lifestyles that they consider contrary to biblical teaching.
- e Programme content and/or scripts for events such as dramas, concerts and the like must be submitted at the time of booking for approval by the Hall Management before the booking is confirmed. The Hall Management reserves the right to prohibit any event that conflicts with the ethical views of the owners, Kings Church Heathfield.
- f All requirements of use shall be declared to the Church Administrator prior to the event, when completing the booking form. Any details not covered by the booking form should be included in a covering letter and returned with the booking form.
The Hall Administrator reserves the right to levy additional charges for any services or facilities provided at an event which have not been specified on the booking form or at that time.

2. Booking Conditions

- a The Hirer shall pay a non-refundable deposit of 25% of the total hire charge with a completed booking form. The balance of the hire charge shall be paid not less than 7 days prior to the event.

Weddings and Parties ALSO require a Damage Deposit, which is fully returnable, dependent on the satisfactory condition of State Hall at the end of the hire:-

Party - £50.00
Wedding - £100.00
Wedding with Reception - £250.00
- b Cancellation of booking shall be made no later than 28 days prior to the event date and the deposit shall be retained by the Hall Management as a contribution towards administration costs and loss of business. Any cancellation made after this time will be charged at the full rate of the original booking.
- c The Hirer will be held responsible for any damage caused during the period of hire to any part of the Hall, site or property both internal and external. Any damage caused by the Hirer or the Hirer's guests must be paid upon receipt by the Hirer of

the total cost of repairs or replacements.

3. Insurance and Licensing

- a The Hall's Public Liability Insurance provides cover for injuries arising from a defect of the premises or of the contents of the building. There is no cover against any injury arising from any action or negligence by the Hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arranging suitable insurance cover to cover personal accidents, third-party claims, any loss/damage to the Hirer's possessions, or any loss/damage to the Hall and its furniture, equipment and fittings resulting from the hire.
- b The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- c The Hirer shall be responsible for ascertaining, obtaining and complying with any licences and special fire precautions necessary in connection with the booking.
- d The Hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Licensing Justices, the Fire Authority, the Local Authority or otherwise.
- e It is possible for a Hirer to take out a Public Liability Policy with most insurance companies for the period of hire. The limit of indemnity for this type of policy should not be less than £2,000,000 (two million pounds).
- f Hirers should ensure that their Public Liability includes damage to premises under their control.

4. Safety Requirements

Nothing shall be done which will endanger the users of the building and the policies of insurance relating to it and to its contents.

In particular: -

- a Obstructions must not be placed in gangways, corridors, stairways or exits which must be immediately available for free public egress.
- b The emergency lights must not be covered as they will illuminate when power has been cut to show exit signs and routes.
- c Fire-fighting apparatus shall be kept in the designated places and only used for its intended purpose.
- d The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Hall Management.
- e Performances involving danger to the public shall not be given.
- f Highly flammable substances shall not be brought into, or used, in any part of the

premises. No internal decorations of a combustible nature (e.g. Polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Hall Management.

- g No decoration shall be erected or suspended from any part of the premises except by prior consultation and with the written agreement of the Kings Church. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of a flammable nature shall be erected or suspended on any part of the premises.
- h The use of naked flame, smoke machines, lasers and pyrotechnics are prohibited without the prior written consent of Kings Church.
- i The First Aid boxes shall be readily available to all users of the premises. They are located at key points on all floors. The Hall Management shall be informed of any accident or injury occurring on the premises.
- j All electrical equipment brought into the building shall comply with the Electricity At Work Regulations 1989. The Hall Management disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

5. Smoking Policy

There is a strict "No Smoking" policy throughout the building. The Hirer is responsible for ensuring that all visitors to the Hall adhere to this policy.

6. Intoxicating Liquor

No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the Hall Management whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

7. Betting, Gaming and Lotteries.

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or organisations responsible for functions held in the Hall premises shall ensure that the requirements of the relevant legislation are strictly observed.

8. Storage

The permission of the Hall Management must be obtained before goods or equipment are left or stored at the Hall.

9. Loss of Property

Neither the Hall nor the Hall Management can accept responsibility for damage to or the loss or theft of, Hall user's property and effects.

10. Car Parking

Additional car parking space is available in local car parks

- Opposite the Hall, behind Tesco Express, 3 hour limit
- West of the Fire Station, 24 hour

11. Care of Property

- a No nails, spikes, screws or tacks shall be driven into any part of the property.
- b Furniture and other movable items are not to be moved by the Hirer without prior permission from the Hall management staff.
- c No structure of any kind may be erected in any part of the hired premises except with the consent of and under the supervision of the Hall Management.
- d All furniture and fittings belonging to or leased by the Hirer shall be removed from the hall not later than 9.00am the morning following an event unless a prior agreement has been made. However, the Hall Management reserves the right to ask the Hirer to remove all their items on the same day as the event.

12. Noise

Music should be at an acceptable level and strictly no amplified music or sound after 11.00 pm.

13. Other conditions of use

- a All notices and placards advertising the event must bear the name and contact point of the Hirer and if applicable, the organisation which the Hirer represents.
- b Adequate staff must be provided by the Hirer for the issuing and checking of tickets to the event and for supervision of the event to ensure public safety. At all times during the hiring period the safety and security of the building should be maintained. The main door and foyer area must be supervised throughout the hiring period. In the event of the Hall providing such staff, charges in addition to the hire charge shall be made.
- c The Hirer shall not arrange or permit to take place at the Hall during the hiring:-
 - Any broadcasting (visual or sound) of television, radio or mechanical/electronic reproductions
 - Any filming whether for newsreel or television purposes without first making an application in writing for the approval of same to the Hall Management.
Such approval, if granted, will be subject to the terms and conditions laid down by the Hall Management.
- d It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be out of bounds.

