

State Hall

Terms of hire

State Hall, Station Rd, Heathfield, East Sussex, TN21 8LD

01435 863786

Office@kcheathfield.org.uk

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 Stage is unavailable during hires, due to equipment being stored on there. Please do not use the stage**

Room	First hour	Additional hours – per hour
Heathfield Hall	£30	£12
Mayfield room	£30	£10
Burwash room	£30	£10
Main kitchen	£15 per session	
Kitchen facilities (dishwasher etc.)	£15 per session	
CD Player	£10 per session	

- Full payment must be made 7 days before the booking.
- Setting up and packing down times should be included in the letting period.

Introduction

The management of State Hall, thereafter, known as the Hall, rests with the Hall management and the owners Kings Church. 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 behavior, which is as follows: -

- all people will be always treated with dignity and respect
- At all times people's feelings will be valued and respected. Language or humor that people find offensive will not be tolerated (e.g., sexist or racist jokes or terminology.)
- 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.
- 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 behavior. 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 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.

- Enquiries via website or office, online booking form completed and submitted to the bookings administrator.
- Requests will be on a first come basis
- The right to refuse any application for the use of hall facilities is reserved to the hall management.
- The hall management reserves the right to cancel any bookings when the premises are considered unfit for the intended use.
- 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 behavior, activities or lifestyles that they consider contrary to biblical teaching.
- All requirements of use shall be declared to the Church administrator prior to the event, when completing the booking form. Additional charges will be required if any facilities have been provided at an event which have not been specified on the booking form.
- The hall/rooms will not be set up by hall management; hirers are required to set up chairs and tables, then return to original state before end of hire.
- Tables and Chairs please stipulate in booking form if you require use of tables for the hire as on occasion tables may be unavailable.

2. Booking conditions.

- Full payment is due 7 days prior to the booking
- Weddings and parties also require a damage deposit of £100.00 which is fully returnable, dependent on the satisfactory condition of State Hall at the end of the hire:
- Cancellation must be made no later than 28 days prior to the booking.
- Once a booking is confirmed and invoiced, please be aware that any requested changes will be subject to an administration fee of £10.00. No charge due if error of State Hall
- The hirer will be held responsible for any damage inside or outside the hall for a period of hire. Damages must be paid for by the hirer for repairs or replacements.
- Payments for regular booking should be made 7 days before the hire date, repeated delays in payment may be subject to a further administration fee of £5.00 for each late payment.
- Please note that all property and persons should be clear of the hall on conclusion of hire (agreed duration of hire) staying later than hire agreement will be subject to an additional hour hire being charged.

3. Insurance and licensing

- 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 injury arising from any action or negligence by the hirer. Hirers should therefore note that they must accept responsibility for adequate supervision and for arrange suitable insurance cover to cover personal accidents, third-party claims, any loss/damage to the hirers possessions, or any loss/damage to the hall and its furniture, equipment and fittings resulting from the hire.
- The hirer shall not sub-let or use the premises for any unlawful purposes 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 there to.
- The hirer shall be responsible for ascertaining, obtaining and complying with any licenses and special fire precautions necessary in connection with the booking.
- 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.
- 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)
- 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: -

- Obstructions must not be placed in gangways, corridors, stairways or exists which must be immediately available.
- The emergency lights must not be covered as they will illuminate when power has been cut to show exit signs and routes.
- Firefighting apparatus shall be kept in the designated places and only used for its intended purpose.
- 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.
- Performances involving danger to the public shall not be given
- 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.
- No decoration shall be erected or suspended from any part of the premises except by prior consultation and with the written agreement of Kings Church. If such permission is granted, decorations must be erected clear of the walls 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.

- The use of the naked flame, smoke machines, lasers and pyrotechnics are prohibited without prior written consent of king's church.
- 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 of injury occurring on the premises.
- All electrical equipment brought into the building shall comply with the electricity at work regulations 1989. The hall management disclaims all responsibility of all claims and costs arising out of such equipment that does not so comply.

Fire Safety in State Hall

- We have emergency fire call points in every room and hallway in the building, in case of fire please smash and these will sound the alarm. Also, fire extinguishers are available.
- Please evacuate via the fire doors in the main hall, kitchen, or front of the building.
- Fire assembly point is in the long stay car park behind the building.

Where a third party hires State Hall, they must:

- nominate a fire Marshall for their event
- comply with fire safety instructions
- not exceed agreed occupancy
- ensure fire exits remain clear throughout the hire period.

Responsibilities for the fire Marshall for each booking:

FIRE MARSHAL / FIRE WARDEN ACTION CARD

IF YOU DISCOVER A FIRE

1. Activate the nearest fire alarm call point immediately.
2. Call 999 / 112 – Ask for Fire & Rescue Service. Give address: State Hall, Station Road, Heathfield, TN21 8LD
4. Only tackle the fire if: You are trained, the fire is small, you have a clear escape route, you are not putting yourself at risk

Evacuation is always a priority.

IF THE FIRE ALARM SOUNDS

TAKE CONTROL

- Ensure evacuation begins immediately.
- Instruct people to leave by nearest safe exit.
- Do NOT allow collection of belongings.
- Prevent re-entry.

SWEEP THE BUILDING (IF SAFE)

Check:

- Main Hall
- Foyer / Coffee Shop
- Upper Rooms
- Toilets
- Kitchen
- Offices

Close doors behind you where possible.

Do NOT put yourself at risk.

ASSEMBLY POINT

Primary: Short-stay car park (rear of building)

Secondary (if unsafe): Long-stay car park

At assembly point:

- Identify any missing persons.
- Report immediately to Fire & Rescue Service.

ON ARRIVAL OF FIRE & RESCUE SERVICE

Provide:

- Location of fire (if known)
- Any missing persons

Remain available for questions.

DO NOT

- Re-enter building until authorised.
- Silence or reset alarm until safe and authorised.
- Put yourself at risk.

AFTER INCIDENT

- Record:
 - o Time of alarm
 - o Evacuation time
 - o Issues identified
- Ensure entry made in Fire Safety Log Book. by kings staff
- Inform Kings Church Heathfield

Remember:

You are coordinating evacuation — not fighting the fire. Your safety comes first.

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 Alcohol

No alcohol is 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 license or permission for the sale of alcohol.

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 organizations responsible for functions held in the hall premises shall ensure that the requirements of the relevant legislations 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 of or theft of, hall users' property and effects.

10 Care of property

- No nails, spikes, screws or tacks shall be driven into any part of the property.
- Furniture and other movable items are not to be moved by the hirer without prior permission from the hall management staff.
- 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
- All furniture and fittings belonging to or leased by the hirer shall be removed from the hall on the same day as the event.
- Rubbish can be put in our large dustbin down the side alley. If all the hirers rubbish does not fit in bin, it is to be taken away not left on floor of alley.
- The hall is to be left in a clean state, please use sweepers and hoover to tidy any debris from the floor.

11 Noise

Music should be at an acceptable level and with hall hires leaving at 11pm, with music ending at 10.30pm.

12 Other conditions of use

- Please do not use the name Kings Church for promotional purposes but instead use State Hall for any advertising.
- The main door and foyer area must be supervised during hiring periods for safety and security.
- No filming or broadcasting is permitted in the hall during hire.
- Only rooms hired will be accessible; all other areas of building will be out of bounds.
- Bouncy castles are permitted during hire. Please position away from Noakes coffee shop and fire doors.
- Permitted toys. It is ok to have toddlers ride on/push along toys, but bikes/scooters and motorised toys of any kind would not be permitted.
- The hall seats approx. 300 people.

State Hall – Fire safety floor plan

