

## **SDNPA Terms and Conditions of Hire**

Our venue is a listed Grade II site. This does mean we have to impose some restrictions to ensure it remains for others to enjoy in the future. We therefore kindly request that certain rules be heeded and respected for the benefit of future users.

The rates for hire may be waived, in part or all, from time to time and at the sole discretion of the South Downs National Park Authority when the organisation seeking to hire the facility is acting in the accordance with the Purposes and Duty of the South Downs National Park Authority; purposes which include adding to the cultural life of the community.

Such waivers will only be available to Not for Profit organisations or those who do not distribute any profits made from operations.

Any organisation granted a waiver of hire fees may also be asked to confirm that their membership is open on an equal basis to all members of society regardless of race, religion, gender or sexual orientation.

We accept that political parties and single issue pressure groups will meet all of those criteria but will decline to waive the fees for organisations that are political in nature.

### **Health & Safety**

- Please note that due to health & safety regulations the **maximum** number of people permitted in the Hall at any one time is 170.
- Smoking is not permitted anywhere on the South Downs Centre site.
- Electrical equipment – any intended use of equipment must be specifically detailed at the time of booking.

### **General Booking Conditions**

These terms and conditions form the basis of the Booking between the Hirer and South Downs National Park Authority (the Venue). The Venue will not enter into, accept or sign any third party's terms and conditions. The Terms and Conditions will not be varied except in writing and agreed by both parties.

All bookings are provisional until confirmed by receipt of a non-refundable deposit AND a signed Booking Form agreeing to these terms and conditions of hire from the Venue.

Provisional bookings will be held for 14 calendar days. After this time bookings not confirmed will be cancelled and the dates released.

**Occupation:** This will be during the times stated and chargeable (if applicable) as the period of hire. Delivery of any equipment prior to any event outside the period of hire will not normally be

permitted. Deviation from this will only be at the discretion of the Venue's Estates and Facilities Officer. Vacation of the premises will take place within the period of hire. Failure to vacate the premises at the agreed time will incur a supplementary charge.

**Security:** The hirer and any personnel attending in relation to the hirer's business or room use will observe and comply with the premises security arrangements. Failure to do so will render any hire agreement (fee paying or otherwise) void and will require the offender to vacate the premises. Should electronic door passes be issued to the hirer, the hirer will be responsible for both their proper use and safe return. Lost electronic door passes will be chargeable at £10 each. Security of the hirer's belongings and equipment is the responsibility of the hirer. It is advised that the hirer ensures they carry adequate insurance. The Venue will not be liable for any loss or damage incurred by the hirer, regardless of how it was caused.

**Display:** No item of any sort may be affixed to the premises walls.

**Use of meeting rooms:** No unlawful or immoral use is permissible. No sale of goods or services may take place on or within the premises without prior approval of the Venue's Estates and Facilities Officer.

**Furniture:** Movement of furniture is the responsibility of the hirer. All furniture must be put back to the designated layout before vacating the premises.

**Damage:** Any damage to furniture, fixtures, fittings and fabric of the premises other than normal wear and tear caused by a hirer must be paid for by the hirer.

**Music:** Playing of music, either live or recorded, at a volume sufficient to disturb the occupants of an adjacent room or local residents must be discussed in advance with the Venue.

**Cancellations:** The deposit paid for the booking may not be refunded if a cancellation is made within 5 working days of the booking.

**Parking:** There are 29 parking spaces at the South Downs Centre although the three located behind the Hall are reserved for SDNPA vehicles and access must be kept clear at all times. This space can be used for the loading and unloading of equipment but is not for general parking. All vehicles must be removed from the premises at the end of a booking period. There are two spaces available solely for charging electric vehicles and must be kept free at all times. These bays are clearly marked.

# **Appendix I - Lost & Found Property Policy**

## **Reason for policy**

This policy is to give users of the South Downs Centre (SDC) information about how we deal with lost property, including how long we will keep items for and how we will dispose of items.

### **This policy is intended for:**

- Staff, Members & Volunteers of the South Downs National Park Authority (SDNPA)
- Visitors to the SDC, including:
  - Visitors to the SDC Exhibition Space
  - Community Hub users and
  - People hiring facilities at the SDC and attending functions at SDC

## **Found Property:**

Any found property should be handed to staff on the Reception at SDC who will be responsible for keeping all found items safe until they are either collected or disposed of. Outside of business hours leave the property where it was found and inform the SDNPA via [facilities@southdowns.gov.uk](mailto:facilities@southdowns.gov.uk).

Reception staff will make all attempts to find the owners of any found property handed to them, including emailing all staff, and will keep a log of when items were handed in.

## **Lost Property:**

**We will keep items up to a maximum of 3 months depending on the items.**

The SDNPA accepts no responsibility for private property whilst on the premises, including accepting any liability should lost property be returned for any reason to someone who is not its owner - eg if someone makes a false representation for the property.

Property that is left on the premises will be kept for a maximum of **three months**, after which it will be disposed of, as detailed below.

In order for property to be reclaimed, a detailed description of the item(s) and/or proof of ID (identity), and date that the item was left will be required.

While every effort will be made to identify the possible owner of lost property (which is likely to involve searching of the item) and then make contact with them, the SDNPA will not return the property to that person unless they provide the details set out in the previous paragraph.

The SDNPA will not mail/courier or insure during transit any reclaimed found property back to the presumed owner unless they send the appropriate fees to cover packing and postage, and any insurance during transit stipulated by the claimant. All items sent at owner's risk.

## **Disposal of Lost Property Items**

### **Money**

Will be kept for 4 weeks if it is not claimed after this time the money will be donated to South Downs Volunteer Ranger Service.

**Passports & Photographic ID**

Will be kept for 3 months and we will take some items to the Police Station if requested to do so, or they will be returned to the issuing body or Embassy for the country that the ID is from.

**Debit & Credit Cards**

Will be kept for 4 weeks and then returned to the issuing Bank or Building Society.

**Other Property**

Will be kept for 3 months only and then be disposed of in the following ways:

- Anything that is recyclable will be.
- Non-Recyclable material will be destroyed and put in to a skip.
- Clothing may be donated to local charity shops.