



Turners Hill Parish Council
The Ark
Turners Hill
West Sussex RH10 4RA
01342 712226
turnershillpc@btconnect.com

The Charges are operative from 1st April 2017 to 31st March 2018

- 1 All charges are VAT exempt. The charges are for the hire of The Ark complex including kitchen, bar and terrace.
- 2 All charges shown are **per hour** and apply for the period from which a booking for any part of the building commences until the event has been booked to conclude or until the building has been vacated, whichever is the later.
- 3 All bookings are charged subject to a minimum hiring period of one hour, and two hours on Saturdays and Sundays. Odd half hours or parts thereof will be charged at half the approved hourly rate.
- 4 **SMOKING** is not allowed in the building. **FIREWORKS** are **not** allowed in The Ark or on the adjoining land (Turners Hill Recreation Ground).
- 5 Food and drink can only be prepared and served from the kitchens and bar area. It is a condition of hire that any catering **must** be undertaken by one of the Council's authorised catering concessionaries unless the Council's management approve the hirer's self-catering arrangements.
- 6 Hirers wishing to operate a pay bar are required to contact the licensee Mr P Shoubridge at The Crown.
- 7 Portable Appliance Testing (PAT) must be carried out on all electrical equipment brought into The Ark.
- 8 Hirers are responsible for leaving the premises in a generally clean and tidy condition and sufficient cleaning up time must be allowed for this purpose.
- 9 When arriving or leaving the premises it is the responsibility of the Hirer to ensure that local residents are not inconvenienced in any way, i.e. noise, parking or general disturbance. Failure to comply with this instruction will be taken into account when considering future bookings of any Parish Council Premises/land.
- 10 No metal heels or tips on shoes may be worn in the sports hall.
- 11 Only white soled sports shoes may be worn in the hall when participating in sporting activities.
- 12 To comply with the Local Government (Miscellaneous Provisions) Act 1982 the Hirer must:
 - i) nominate 1 adult person per hundred adults, or
 - ii) nominate 10 adult persons per hundred children to act in the event of an outbreak of fire.This person(s) must have full knowledge of the Fire procedure for the complex (details with the Parish Council Clerk).
- 13 The Ark will be closed on Christmas Eve, Christmas Day, Boxing Day and Good Friday. A one-off premium charge will be made for bookings on other bank holidays or Easter Sunday, recognising the Council's additional costs in such opening and all such bookings will be for a minimum period of 4 hours charged at the appropriate Sunday rate.