



CLUBHOUSE FAQ, CONDITIONS OF USE AND HIRE AGREEMENT

Hirers of the Clubhouse are required to enter into an agreement with the Brighton & Hove Food Partnership. Hirers are bound by the following conditions and should read them carefully before booking.

This document outlines the agreement between Brighton & Hove Food Partnership BHFP (We / Us) and Hirers (You / Your).

Surrounding areas: The building is situated on a local nature reserve within the Brighton & Hove City Council's Wilding project and it is surrounded by globally significant, and very rare chalk grassland. It is home to many endangered species of animals, insects and plants. This Wilding project is aiming to restore and expand the rare chalk grassland and increase biodiversity in the area. The surrounding land is therefore ecologically sensitive and protected. Please stick to footpaths and follow the council's signage regarding dogs being kept on leads. Be aware of livestock and follow advice on signage on how to behave around the free-roaming grazing cattle, sheep and ponies.

Running groups outside: You are responsible for ensuring that your guests/ visitors/participants are made aware of and adhere to the above information about the needs of the site and surrounding land. The land around the Clubhouse may be used for relaxation, ecotherapy sessions, picnics etc. Activities outside must not harm or endanger the surrounding land or wildlife. (Activities such as harvesting plant materials, foraging, deviating from the footpaths etc, that may be suitable on other sites, may not be appropriate here.) Please check with BHFP or the Rangers if you are unsure.

General public: The Clubhouse is located in a popular outdoor site for visitors including many dog walkers. Occasionally, inquisitive dogs or their owners will enter the building via the back door, if it is open. You are responsible for your valuables, particularly if you leave any doors or windows open during your hire.

Others who may be in the building: For any immediate issues or questions, please direct them to BHFP in the first instance and, please do not disturb other building users unless unavoidable. These could either be in the small office by the front door, the 'Education Room' or the Ranger's office on the corner.

Period of hire: The period of hire starts and finishes at the times agreed on the booking confirmation on Skedda. Any extra time used which is not booked in advance will be charged accordingly.

Capacity: The number of people allowed in the building is dependent on the activity. This will be agreed on your booking form.

Booking confirmation: Your booking is not complete until you have booked and made payment - typically via Skedda, our online calendar, or by invoice (on request). Once we have received your online enquiry form, and if we agree for your event to go ahead, you will then receive the



link to Skedda to make your booking. Please note we are unable to reserve dates in the calendar.

Building access:

This will vary depending on the nature of your booking and if you have used the building beforehand. A BHFP host will be on site for your booking. If you hire the building regularly, we may induct you for locking up/unlocking and (re)setting the alarm independently for future use. (If you are given key access and you fail to return the key to the key safe or lose it, you will be charged £50.)

Codes: The gate at the top of the drive to the Clubhouse is locked with a code when the building is not in use, but it is typically left unlocked during events. If you are given access to the gate code or any other security information, please do not share these codes, or any other security/access information unnecessarily.

Parking: There is plenty of free parking for those using the building. Please do not obstruct access points.

Entrance / Exit: All visitors will enter and exit the building via the front entrance route. You are permitted to open the rear fire door off the main room. Other fire doors must only be used in an emergency.

Electrical equipment: If you need to use your own electrical equipment e.g. laptops, projector, speakers etc., please make sure it is PAT tested.

Presentations: There is a projector and screen available on site – please speak to the team if you require these for your event. A flipchart stand is also located in the large cupboard off the main hall, near the lift. Please bring your own pens and return all items once used.

WiFi: The router is in the office; the password is displayed on the walls. For large groups, multiple users may slow down the speed.

Alcohol: Drinking of alcohol is not permitted at the Clubhouse without prior permission from the Food Partnership team and discussion of your plans in this regard.

Music/ noise: Amplified music is not permitted to be played beyond a sensible level, especially if it would cause disturbance to other building users or passers-by who may be visiting the site to enjoy the peace and tranquillity of the countryside.

You are required to notify the BHFP team if you are running a public event where live or recorded music will be played as additional licensing costs may be incurred.

Tea, coffee, food and refreshments: You will be responsible for providing your own. Other people use the building, please do not use their supplies.

Food and milk left by hirer: Please do not leave any food or milk behind in the kitchen, take it with you. Please be particularly vigilant to Hoover if you have consumed any food (to discourage mice). Please remember to bring your own takeaway containers/ foil/clingfilm/for any leftovers if you are consuming food.



Laundry: Please place dirty tea towels and dish cloths in the laundry basket in the kitchen.

Kitchen cleaning: Cutlery and crockery should be washed in the dishwasher where possible. All used kitchen items must be cleaned, dried up and put away with nothing left on the draining board or in the dishwasher. The dishwasher cycle takes 40 minutes.

Smoking: Smoking is not permitted in the building or the entrance way.

Tidying & cleaning main room: You will be responsible for cleaning the Clubhouse following your event, which could include hoovering and wiping down tables used in the main room, with all furniture returned to its original location where you found it.

You will be required to pay any additional cleaning that may be necessary if it is not left in an acceptable working order at the end of the hire period.

Rubbish and recycling: Rubbish and recycling can be taken to the wheelie bins located outside the kitchen. The bin is locked, the key is on the windowsill. Please return the key and replace the red metal bar over the fire exit. Please leave the bins with a clean bin liner inside. Bin liners are kept in the kitchen cupboard.

Damage: By agreeing to hire the Clubhouse you have agreed that any damaged incurred by yourself or those attending your event, or loss of property will be your responsibility. You need to report any damage occurring without delay. Additional charges may be imposed for any damages to the premises or equipment.

Fire Safety: In the event of a fire, everyone is asked to leave the building via the fire escapes and congregate in the assembly area in the lower car park outside the building. You are also responsible for ensuring emergency exits are not blocked.

You should follow all audible emergency alarms.

You should inform all your attendees of these procedures and take responsibility for the safe entry/exit of all participants at your event including any who are disabled. The hirer is responsible for liaising with the Clubhouse fire warden to confirm numbers present and that all have been evacuated.

Sundries: Toilet paper, hand soap, washing up liquid, bin bags, cleaning products etc are provided. Please let us know if you notice any of these are running low.

Accidents: You must tell us of any accidents, emergencies or near-misses so that we can try to prevent any re-occurrence.

First Aid Kit: Is located at the Hirer Information point in the main room and an additional kit is located in the kitchen in the labelled cupboard. Please tell us if you have used any items so that we can replace them.

Emergencies: For emergencies, such as fire, police or medical assistance, call 999 and provide the location details on page 5.



Bookings: The Food Partnership reserve the right to refuse any bookings at our discretion.

Hirers responsibilities

To hire the building, you must be over 18 years of age. Children must be supervised.

You will be the person responsible for actively supervising the use of the building.

Regular hirers must read and abide by the Clubhouse risk assessment. You are responsible for conducting your own risk assessment for your activity.

The hire of the building must not be transferred to any other person, persons, business or organisation/agency without prior written permission from BHFP.

You must ensure that the conditions of the Clubhouse Hire Agreement and instructions are always complied with.

Everyone who hires the Clubhouse must do so only for the stated purpose which must be lawful and conducted in a manner that does not disrupt or inconvenience other users of the building or general public.

You must comply with health and safety legislation and ensure that you have adequate insurance cover to cover your activity in respect of liability to any persons, or loss or damage to property, including personal injury and death of third parties (including employees and volunteers) and damage to the building or to the property of others.

We cannot be responsible for any injury to persons, or loss or damage to property during the hirer's use of the premises. We are not responsible for any personal property placed in or left in the Clubhouse.

You have full responsibility for the behaviour, actions and consequences of such behaviour and actions of all persons involved in the use of the Clubhouse during the booking period. You are responsible for ensuring proper supervision of entry to /exit from the building during your event and being mindful for the safety of people coming into the building and their security.



Location:

The Food Partnership Clubhouse,
Wilding Waterhall,
Saddlescombe Rd,
Brighton
BN1 8AX

[https://what3words.com/: "with.guilty.office"](https://what3words.com/:%20with.guilty.office).

By Booking the Clubhouse, you are agreeing to these terms and conditions

Cancellation and changes by the hirer

All cancellations or alterations must be made in writing. Cancellation will incur the following charges:

- There will be no refund for cancellation 7 days or less in advance of the booking date.
- 50% refund for cancellations made 14 days before the booking date.
- 75% refund for cancellations made 30 days before the booking date.

As it is unlikely that we will be able to re-hire the Clubhouse at short notice, this refund policy is necessary to ensure that we are able to cover our costs.

Where we incur a loss or additional expenses due to you cancelling or changing a booking, you may be required to pay the expenses incurred.