



Patron: The Duke of Richmond and Gordon

Chichester Boys' Club CIO

Hirers Policy

Introduction

Chichester Boys' Club welcomes a variety of user groups hiring and using the building. This is an important resource to the Community and is essential financial income for the sustainability of the Club.

The hiring of the facility will support equitable use, inclusivity and accessibility to all in the community.

This policy applies to hiring the following areas:

- Sports Hall
- Games Hall
- Kitchen
- Multi-Use Room
- Art Room
- Music Room
- TV/Social Room
- Any equipment to be used or stored must have an agreement when completing the Hire Agreement

The following documentation is provided, and where appropriate completed and kept in a secure cabinet, to every hirer

- Hire Agreement (including costings, room details, hire dates and notice period for Chichester Boys' Club and Hirer)
- Current Terms Of Hire
- Current hire charges and maximum room capacity information
- Key receipt
- Building Evacuation Procedure
- Fire and Safety Notice
- Fire Alarm Reset Procedure
- General Information and Closing up procedure
- Safeguarding Notice (Specifically for Hirers, Contractors and Users)
- First Aiders and location of First Aid Kits
- Kitchen Usage Notice

Costings

The costings for the rooms available are decided by the Board Of Trustees who consider a number of factors and these costings are regularly reviewed. Trustees reserve the right to offer some events or room hire at a discounted price or free of charge.

Alcohol

Alcohol is not permitted for any persons under the age of 18 within the premises. In relation to events that require alcohol to be present, hirers must seek the correct advance authority from two Trustees and complete a temporary event notice with Chichester District Council.

[Temporary Events Notice \(England and Wales\) - GOV.UK](#)

Capacity

Each available area has a capacity for the number people who can be present. This information is reviewed accordingly and advice sought from West Sussex Fire and Rescue. This information is provided to hirers and contained within the costings document

Events that cannot be held during hiring

- That are banned by law
- That promote extremist views, hatred or intolerance or advocate acts of terrorism
- Whose presence may cause civil unrest or divisions within the community or not be conducive to good community relations
- With political affiliation who promote a party-political purpose/campaign
- Events that will breach the Chichester Boys' Club Equality, Equity, Diversity and Inclusion Policy and the Equality Act 2010
- Events that will breach Chichester Boys' Club Health and Safety Policy (capacity, safe activities, responsible adults and ratios)
- Events that will breach Chichester Boys' Club Safeguarding Policy

Any hirers in breach of any of the above could result in the contract being terminated

Please refer to the following Chichester Boys' Club Policies

Equality, Equity, Diversity and Inclusion

Health and Safety

Safeguarding and Child Protection Policy

Complaints and Feedback

Policy Date: 5 February 2025

Review Date: February 2026

Signed by Chairman of the Trustees:

