

# **Adastra Hall Hassocks Community Association**

charity no 1201464

## **Adastra Hall, Hassocks**

Thank you for enquiring about hiring Adastra Hall, and we hope you like our premises. In order to sustain the Hall as a reasonably priced facility for the social, physical and entertainment activities of local people, the Management Committee would respectfully ask that you pay particular attention to the requirements described below. You, the Hirer, are responsible for the building and activity for the duration of your hire.

### **Hirer's Essential Instructions**

#### **Please leave the Hall as you found it**

- stack tables and chairs against the walls as indicated
- sweep the floors with the broom provided, and clear up any spills
- remove all rubbish, taking home all recyclables and any landfill that will not fit in the bin
- ensure the kitchen is clean and wiped, if used
- ensure all windows and doors are securely locked
- ensure all taps are off (check toilets)
- ensure all lights are off

#### **You must take responsibility for the Health and Safety of your event**

- know that your event is appropriately insured
- read the risk assessments shown online on our website
- read the fire risk assessment and consider issues raised for your event
- comply with all legislation regarding the preparation/sale of food
- appoint stewards to supervise seating if having a performance with seating in rows, to ensure orderly evacuation if necessary
- ensure EXIT lights are on above fire exits at all times

Like all public buildings Adastra Hall can be subject to random inspection by various statutory bodies at no notice. For transgression of Fire Safety, such as allowing fire exits to be blocked by tables or chairs, the building can be summarily closed, mid-event, and the premises licence revoked. It is your responsibility as hirer to ensure that your event complies with all legislation.

#### **You must manage potential local disturbance at your event**

- have sufficient stewards to manage the numbers appropriately and ensure your event is not 'gatecrashed'
- ensure that the noise outside the Hall is acceptable and not causing disturbance to neighbours - specifically do NOT open the windows or door to the left hand side of the building if you are playing music. All music must end by 11pm
- ensure that attendees leave the building quietly after evening events

## Use of equipment

We expect to be able to show you any equipment available that you wish to use before your event. For many items there are written instructions. Please be sure to ask any questions you need to to ensure that you can operate everything safely.

Please pay particular attention to the information around the use of the automatic doors, which can prove problematic if not treated properly.

## Kitchen

Full Instructions for all appliances are contained in the red book in the kitchen (Please read before using appliance)

- The two urns should be switched off after use.
- Fridges and Freezer to be left empty and spillages to be cleared up.
- Ensure that Cooker and Hot Cupboard (if used) are turned off.
- Dishwasher must be drained down and cleaned out.
- China and cutlery must be properly washed and put away. **Any breakages** must be reported.
- Any spillage on floor, work surfaces, cooker or in fridges must be cleaned up.
- Chopping boards to be used on work surfaces.
- Tea towels to be supplied by the hirer.
- Bins must be emptied and rubbish removed from the site

Failure to leave the premises in a suitable state for the next hirer will result in loss of deposit. Hirers who persistently offend will not be able hire again.

We very much hope that you enjoy your event at Adastra Hall. We welcome any feedback, good and bad, as we continually monitor the arrangements and facilities available.

## Frequently Asked Questions

### Who can book Adastra Hall?

- Our Charities' objectives state that our purpose is to provide benefit for the people of Hassocks and the wider Mid Sussex community, so please note we only take bookings that (a) emanate from Hassocks, or Mid Sussex (b) benefit directly the residents of Hassocks, or Mid Sussex.
- Priority will be given to non-profit activities that promote the social, educational and physical wellbeing of the local population
- The Hall can be booked by the session, (morning, afternoon and evening) for all enquiries please look on our website for availability, pricing and our booking form, or contact the Bookings Administrator on 07764 531246 or via email - [bookings@adastrahall.com](mailto:bookings@adastrahall.com)
- Please note the premises strictly **cannot** be booked for private parties celebrating 14 - 21 yrs as this would contravene our premises licence.

### How many people does Adastra Hall hold?

Maximum numbers are as follows:-

**In the Main Hall**

240 (to include performers and helpers)

Seated at Tables 140

Seated in Rows - 170

**In the Committee Room**

Seated at tables 16

Seated in rows 30 - please note that there are only 16 seats in this room

**In the Green Room**

Seated at tables 48

Seated in rows 60

The hirer is responsible for ensuring that these numbers are not exceeded.

**What are the dimensions of the rooms?**

Main hall 15.5 x 13m

Committee room 6.7 x 4.8m

Green room 13 x 11m but with a practical usable spaces of 10m x 10m

**How many tables and chairs?**

6ft folding 21

4ft folding 10

3ft folding 3

2 ft square 23 – those in Committee Room and main hall Chairs 250

Green Room - 12 x tables, 40 chairs with access to additional chairs

**Is the Hall licensed?**

The hall holds a Premises Licence which permits the following:-

Plays, film shows, public entertainment, live music, recorded music, dance.

**Can I serve alcohol at my event?**

The law around the supply and sale of alcohol is very strict and you cannot sell alcohol in Adastra Hall unless you have (a) asked us, and applied for a Temporary Event Notice (TENS) from Mid Sussex District council or (b) asked us, and contracted Chris Lambe of the Hassocks Hotel to run a bar for you. Please ASK US before making any arrangements!

**What about insurance?**

The hall has Public Liability Insurance.

If you are a Commercial Hirer, you must provide your own public liability insurance. All hirers should affect all necessary insurance to cover their own liability in respect of their own or third party equipment used or stored in the hall.

**Is the Hall suitable for a wedding?**

The Aadastra Hall complex has provided the venue for many enjoyable celebrations. The village setting, next to Aadastra Park, as well as the excellent facilities of the venue itself, all combines to provide a memorable day for any couple and their families and relations. The perfect location for your wedding reception/party. The entire building can be hired Fri pm through Sunday 11am (so the cleaners can operate before a Sunday afternoon hire). A returnable deposit is required.

### **How are keys managed?**

We will arrange with you the collection of the keys for the building, and a safety tour. Instructions for the return of the keys will then be given. The keys will be the responsibility of the hirer, and there will be a cost incurred by them for replacement if lost.

### **Can I, or my guests, bring pets to the hall?**

Unfortunately we don't allow people to bring their pets, large or small, to the hall. We do allow assistance dogs, and with our prior agreement supervised "animal" parties.

Updated November 2024.