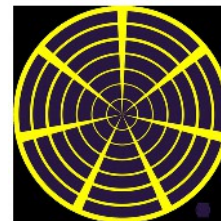


Lewes Subud Centre



Lewes Subud Centre • 26a Station Street, Lewes BN7 2DB • 01273 359 370

office@lewessubudcentre.co.uk

Room and Building Hire Charges 01 October 2020

Rooms are currently open for hire, subject to Covid restrictions from Monday to Saturday.

The building is reserved for Subud use on Sunday.
For the time being we are hiring rooms in 4-hour blocks

Mornings 0900 - 1300
Afternoons 1400 - 1800
Evenings 1800 - 2200

This is to limit the numbers of people in the hall, particularly in public areas such as hallways and to simplify administration during the pandemic.

*We realise that the move from hourly rates to a four-hour session, may be difficult, especially at present, so do contact us at **01273 359 370** to discuss your requirements and we will do our best to accommodate you.*

LOWER HALL

£60

UPPER HALL

£52

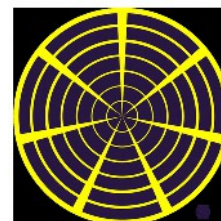
MEETING ROOM

The meeting room is only available when the Upper Hall is not in use, unless part of the same activity, when both rooms can be hired together

£44

The kitchen is not currently available to hire.

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Hire Agreement

Please complete as many fields as possible - thank you.

Name _____

Organisation _____

Activity or Therapy _____

Address _____

Phone _____
Mobile _____

Email _____

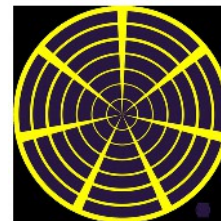
Web _____

I have read and accept the Conditions of Use and Hire for booking the Lewes Subud Centre. I understand that these conditions apply whenever I book space in the Centre.

Signed _____
Date _____

Please return to Lewes Centre Manager at the above address - thank you.

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Conditions of Use and Hire

1. Venue

- a) In all correspondence, advertising, and publicity, users must refer to the venue as the Lewes Subud Centre, 26a Station Street, Lewes, East Sussex BN7 2DB.
- b) The Lewes Subud Centre is a No Smoking venue.
- c) The Lewes Subud Centre has a maximum overall capacity of 120 persons at any one time; the lower hall has a capacity of 60 persons at any one time.
- d) Access to the Lewes Subud Centre is via the pathway; it should be noted that the driveway is the property of the White Hart Hotel.

2. Regulations

- a) All users are bound by the regulations governing the use of the accommodation, which are deemed to be incorporated in these conditions.
- b) The Lewes Subud Centre may refuse any application to use the Centre's facilities.
- c) The Lewes Subud Centre does not have a liquor license and so alcohol cannot be sold at the Centre.

3. Booking Procedure and Payment of Charges

- a) Bookings can be made using the Booking Request Form. Any bookings made via telephone or in person must be confirmed in writing or by email.
- b) Provisional bookings must be confirmed at least 28 days prior to the date of hire.
- c) The Hire Agreement must be signed and returned before the first hiring of the Centre.
- d) Time booked must include any setting up and packing away time.
- e) Payment is due in advance.
- f) A returnable deposit of £300 is required for receptions, adult parties and any events where accidental damage is likely.
- g) Fees are reviewed annually. Where there is an increase in charges any booking that is for a date or dates later than the date on which the revised charges come into effect will be charged at the new rate.
- h) Continuous regular hirers can book up to one year in advance.
- i) Bookings taken at short notice, after the invoices for that month have been processed, will be invoiced in arrears for those times.
- j) There is a £20 returnable key deposit, payable separately to any billable charges.

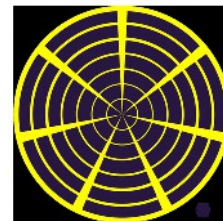
All hirers for continuous regular bookings must renew their bookings by email or in writing to ensure availability of space. These will be treated on a first come first served basis and it is not the Lewes Subud Centre's responsibility to instigate reservations on behalf of any hirer.

4. Cancellation by the Hirer

For cancellations made prior to 28 days before the date of hire, any prepayment will be returned in full. Cancellations 28 - 15 days prior to the date of hire shall be charged a 30% cancellation fee. Notice of cancellation given within 14 days or less shall be charged at the full fee.

Cancellation Period	Amount Due
14 days or less	Full amount
28 - 15 days	30% cancellation fee
29 days or more	No charge - any deposit or pre-payment is refunded
Optional Charge	£20 Administration Charge

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Special Conditions of Hire during COVID- 19

Note: These conditions are supplemental to, not a replacement for, the Centre's normal conditions of hire.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the building.

2. You undertake to comply with the actions identified in your risk assessment, of which you will have provided the Lewes Subud Centre with a copy. This is now a condition of hire. Please email to office@lewessubudcentre.co.uk.

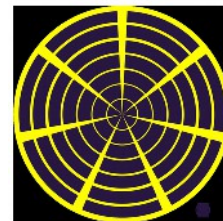
3. In order to ensure safe distancing within the building and separation when several events are taking place simultaneously, where practical, attendees to the Lower Hall should enter and leave their event through the fire exit in the Lower Hall (on the RHS of the main doors as you enter the Hall).

Users of the Upper Hall and Meeting Room enter and leave through the main doors as normal.

Do not allow attendees into the building before your event starts and people should not congregate in the hallways and other public areas, but go straight to the room where their activity is taking place.

4. Masks must be worn in public areas of the building & WCs

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5. During the Covid 19 restrictions the WCs will be unisex. (Please remind your attendees of this and ask them to be considerate of other users)

a. The WCs in the lobby outside the Lower Hall is for users of the Lower Hall only

b. The WC in the main hallway is for Upper Hall and Meeting Room users only.

It is your responsibility to ensure that the WC relating to your room is sanitised and clean before and at the end of your activity.

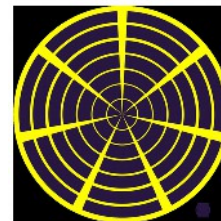
6. The hall will be cleaned, but you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, door etc.). Please take care cleaning electrical equipment. Use cloths - do not spray.

7. You will ensure that any of your own equipment is cleaned before being stored away.

8. You will ensure that everyone who attends your activity or event understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID- 19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visting premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

9. You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient.

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10. In order that safe distancing can be maintained, the maximum number of people attending (including the person running the activity) are:

- a. Lower Hall 16
- b. Upper Hall 9
- c. Meeting Room 3

These numbers must not be exceeded, but you should take into consideration the numbers you believe to be safe in your own risk assessment.

You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one way system within the premises, and as far as possible observe social distancing of 1m plus mitigation when using more confined areas (e.g. moving or stowing equipment).

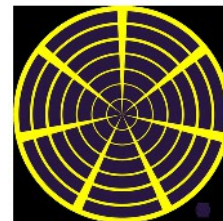
11. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over, or likely to be clinically more vulnerable to COVID-19.

12. You will be responsible to ensure social distancing of 2m between individual people or groups of up to two households or 1m with mitigation such as wearing masks or seating side by side with at least one empty chair between each person.

13. You are required to keep a record of the name and contact number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

14. You will encourage users to bring their own refreshments and take away any rubbish with them .

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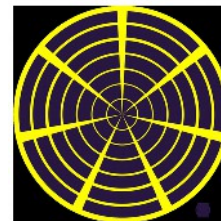
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15. The Subud Lewes Committee has the right to close the building if there are any safety concerns relating to COVID-19. If this is necessary we will inform you promptly and you will not be charged for this hire.

16. In the event of someone becoming unwell with suspected COVID-19 symptoms you should remove them from the room. Ask others in your group to provide contact details and leave the premises with advise to launder clothes when they arrive home. Inform the Subud Lewes Committee contact.

17. These Special Conditions of Hire may be amended in the light of current legislation and Government guidelines

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Please sign below to confirm that you have read and understand that these Special Conditions of Hire apply to your hire of rooms at the Lewes Subud Centre.

Signature:

Print Name:

Date:

We will accept a scan of this signature page, or an email from you as confirmation of your acceptance of these Special Conditions.

If you are unable to agree to these Conditions, please advise the Lewes Subud Centre by email office@lewessubudcentre.co.uk and we will cancel your booking and refund any payment made for unused bookings.