



# BEACH HUT HIRE AGREEMENT

Updated: September 2022



This document includes all the information required to facilitate the hire of a beach hut owned and managed by Lancing Parish Council

## Contents

|                                   |   |
|-----------------------------------|---|
| Introduction .....                | 2 |
| Beach Huts .....                  | 2 |
| Facilities at Beach Green.....    | 2 |
| Contact Details.....              | 2 |
| Beach Hut Access Information..... | 3 |
| Hire Charges.....                 | 3 |
| Payment.....                      | 3 |
| Booking Request Form.....         | 4 |
| Booking Confirmation.....         | 4 |
| Terms and Conditions .....        | 5 |

## Introduction

Lancing Parish Council own and rent beach huts to members of the public and community groups, providing a clean, safe environment as a base to enjoy the beach and facilities on Beach Green.

## Beach Huts

The beach huts are located south-west of Beach Green car park which is a prime location for the enjoyment of all the facilities Beach Green has to offer. Beach huts are fitted with a work surface, four chairs and foldaway table (the hut does not have electricity or water).

All hirers must agree to the terms and conditions of hire and pay at the time of booking.

## Facilities at Beach Green

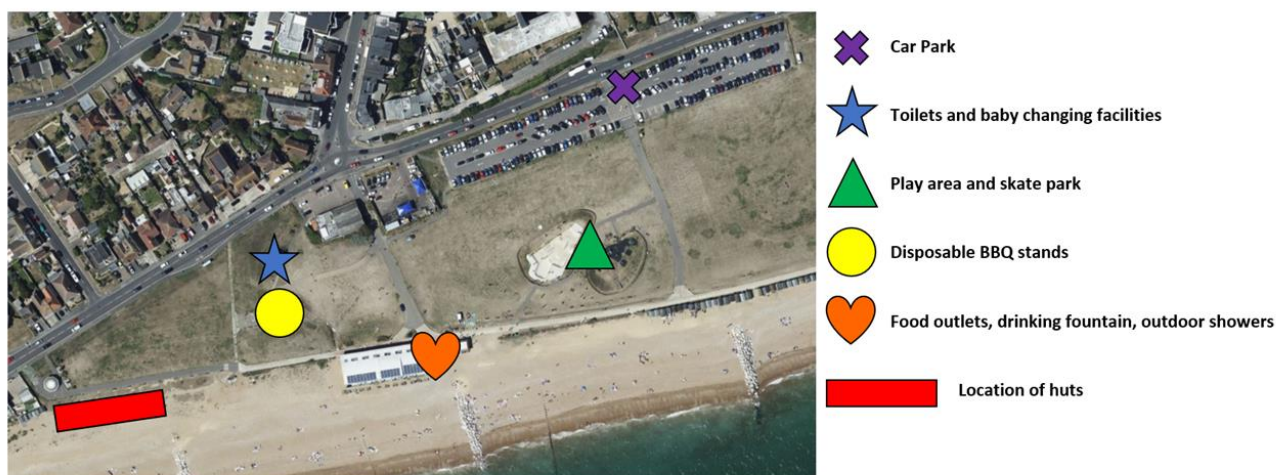
The following are situated within easy access of the beach huts:

Carpark - 220m

Toilets and baby changing facilities - 115m

Play Areas - 255m

Refreshments - 160m



## Contact Details

Address: Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex. BN15 8AJ

Telephone: 01903 753355

Emergency phone number (out of hours): 07887 956172

Email: [admin@lancingparishcouncil.gov.uk](mailto:admin@lancingparishcouncil.gov.uk)

Office opening hours: Monday-Friday – 10:00am-2:00pm

## Beach Hut Access Information

Keys can be collected from the Parish Council office on the day of the hiring.

Outside of office hours, a key collection/drop off point is located at the car entrance of the parish hall. Times will be arranged at the time of booking (car park address Chester Avenue, Lancing, BN15 8PG).

## Hire Charges

| Tariff     | Lancing and Sompting residents and organisations | Residents and organisations outside of Lancing and Sompting | Refundable deposit |
|------------|--------------------------------------------------|-------------------------------------------------------------|--------------------|
| Daily rate | £25                                              | £35                                                         | £50                |

Deposits are only refunded once an inspection of the beach hut has been carried out and the key has been returned.

## Payment

Payment is required at the time of booking and can be made by bank transfer (preferred method) using the following details:

Name: Unity Trust Bank

Account Number: 20458098

Sort Code: 60-83-01

Account Name: Lancing Parish Council

Reference: Surname and BHH (beach hut hire)

## Booking Request Form

Completed request forms should be sent to the Parish Council office. Bookings are confirmed once the 'Booking Confirmation' section has been returned to the hirer and payment has been received. ID will be required when making a booking. Additional information will be required from community groups including copies of public liability insurance and risk assessments.

|                                                                                                                                     |                     |                   |        |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|--------|
| Surname:                                                                                                                            |                     | First Name:       | Title: |
| Address:                                                                                                                            |                     | Telephone Number: |        |
|                                                                                                                                     |                     | Email Address:    |        |
| Number of Adults:                                                                                                                   | Number of Children: | Date(s) required  |        |
| Name of organisation (if applicable):                                                                                               |                     |                   |        |
| Is disabled access required? Yes [ <input type="checkbox"/> ]<br>No [ <input type="checkbox"/> ]                                    |                     |                   |        |
| <b>Declaration:</b><br><b>By signing this booking form you agree to the terms and conditions detailed within the hire agreement</b> |                     |                   |        |
| Print Name:                                                                                                                         | Signature:          |                   | Date:  |

### Office use only

## Booking Confirmation

Bookings are only confirmed once this section has been returned to the hirer.

|                                        |                          |
|----------------------------------------|--------------------------|
| Date of hire:                          |                          |
| Hut:                                   |                          |
| Receipt number/payment method:         | BACS – Debit/credit card |
| ID verified:                           |                          |
| PL & RA received (organisations only): | N/A                      |
| Key box number (if required):          |                          |
| Key box code (if required):            |                          |
| Deposit returned:                      | BACS                     |

## Terms and Conditions

1. To secure a booking full payment is required which is non-refundable.
2. A refundable deposit is required at the time of booking and will be returned once the beach hut has been inspected and left in a satisfactory condition.
3. The booking is not transferable to any other person.
4. A change of booking or cancellation with more than 28 days' notice will incur a 20% cancellation charge. No refund will be made if less than 28 days' notice is given.
5. Hirers must be aged 18 or over.
6. Lancing Parish Council (LPC) reserve the right to cancel any booking after giving notice to you in the event that we are unable to let the beach hut booked for reasons beyond our reasonable control or in circumstances such that we believe the beach hut unsuitable. In these circumstances, we will endeavour to offer you an alternative date, subject to availability.
7. LPC hire our beach huts in all seasons however in the event of MET Office weather warnings being in place on your date of booking we will do our best to make alternative arrangements for another date, subject to availability.
8. In the event LPC cancels the booking and if a suitable alternative date cannot be found a full refund may be issued.
9. The beach hut must be left in a clean and tidy condition (failure to do so may result in the loss of some or all of your refundable deposit) A dustpan and brush is provided for sweeping out the hut before leaving, you must bring any other cleaning materials.
10. All litter (inside & out) and personal belongings must be removed from the beach hut after use.
11. All personal property left in the beach hut is at the hirer's own risk. LPC do not accept responsibility for loss, theft or damage to personal belongings.
12. Please notify LPC of any damage or breakages upon departure so that we can rectify the situation.
13. Music is allowed but confined to the restraints of the beach hut and kept to a minimum so as not to disturb neighbours.
14. You must keep to the boundaries of the beach hut in order not to encroach on any neighbour's space.
15. You must be respectful and keep noise to a minimum.
16. Smoking or vaping is not permitted for safety reasons.
17. BBQs or fires are NOT permitted in the beach hut. Please use the designated BBQ area.
18. No overnight sleeping is permitted at the beach hut.
19. The hirer must not make any alterations to the beach hut.
20. The hirer must return the key at the agreed time and location.
21. LPC reserves the right for health and safety reasons to prohibit access to the Beach Hut if deemed absolutely necessary and reserves the right to vary the terms of any hire agreement at any time.
22. If the Council terminates the hire agreement this shall be without prejudice to any claim the Council may have against the user.
23. Signing the booking form indicates acceptance of these terms and conditions.