

FAIR AND INDOOR MARKET GUIDE



The Charmandean is the venue for you.

This multi purpose venue is the ideal location for specialist fairs and indoor markets.

We are easy to find (located on the A27) and we have a large free car park.

We are a 20 minute walk from Worthing Central Station and there are bus routes running close by that make Worthing town centre and the train station easily accessible.

We have a fabulous selection of flexible suites ideal for the following events:

- ◆ **Toy Fairs**
- ◆ **Book and Antique Fairs**
- ◆ **Indoor Markets**
- ◆ **Craft Fairs**
- ◆ **Christmas Fairs**
- ◆ **Collectable and Specialist Markets**
- ◆ **Exhibitions and Product Launches**
- ◆ **New and Used Sales**

Our clean, bright and modern venue is fully accessible with an access ramp into the main building and step free access to all suites and facilities.

We can set up the venue to accommodate a variety of fairs and markets of varying sizes.

We are unable to take requests for Wedding Fairs or Mind, Body and Spirit fairs as our current clients have exclusive use in these areas.

- ◆ **Free parking**
- ◆ **Great location**
- ◆ **Flexible spaces**
- ◆ **Bar staff included**
- ◆ **Snack shop on request**
- ◆ **Easy step free access**

If you require any further information or would like to come along and see what the Charmandean has to offer please do contact us :

The Charmandean Centre, Forest Road, Worthing, West Sussex, BN14 9HS

Tel: 01903 239 349 or email: info@thecharmandean.co.uk

Our office opening hours are Monday – Friday 9.00 -5.00pm

Prices

Prices for fairs and markets are available on request by contacting a member of our events team and depend on the layout and rooms required for your event. Please contact a member of the events team for a quote.

Facilities

We ask that any electrical items are PAT tested before use and that nothing is pinned or stuck to the walls. We have cable guards so please ask if you need to cover leads. Please do not stick or tape anything to our floors.

Our in house caterers are able to offer a shop where a selection of snacks and sandwiches can be bought. Please ask for details and prices

There is strict no smoking policy throughout the building and candles or naked flames are not allowed at any time.

No dogs are allowed in the building at any time unless they are assistance, hearing or guide dogs.

Room hire includes set up and our events team are on hand to assist in making your event run smoothly.

Access times are to be agreed at the time of booking and we reserve the right to ask you vacate rooms promptly after the booked event has finished.

Excessive damage or rubbish may result in a cleansing / repair fee.



Our Venue

Our venue is flexible and adaptable and is well known locally for hosting a variety of indoor fairs and markets.

Our venue can be configured in a number of ways and depending on the size of each individual stall can hold up to 60 stall holders.

It is best to arrange a viewing of the venue and discuss your requirements direct with our events team for an accurate guide on capacity.

We have a indoor market plan that we are happy to share with you as one layout example.

Stalls for all fairs need to be booked via the market organizer and not through The Charmandean and this needs to be made clear when you are advertising for stall holders.

Advertising boards may be placed outside with a maximum of two boards per event and are placed at the timings and discretion of the events management team .

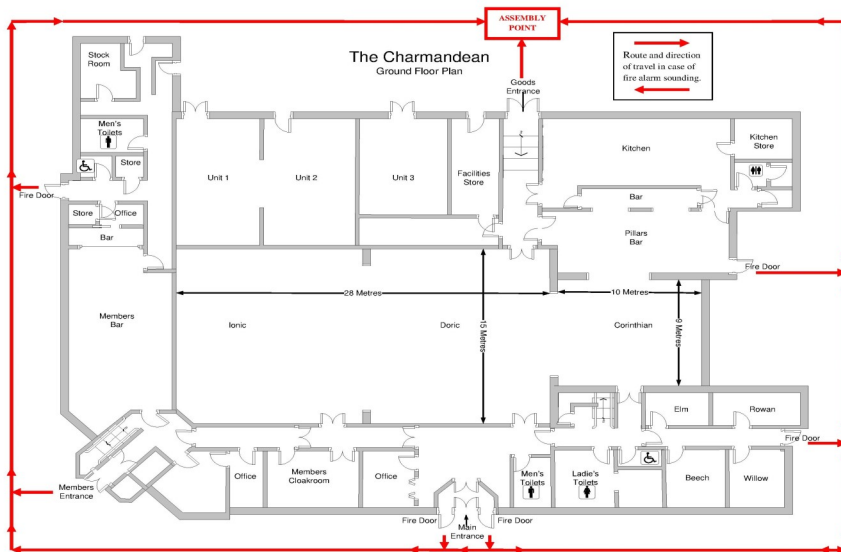
Stalls must not block fire exits or access points and the market organizer should ensure that gangways are kept clear for emergencies access.

Where to Find Us

Address: Forest Road, Worthing,
West Sussex, BN14 9HS

Directions: Right on the A27
Worthing to Brighton road. The Charmandean Centre is easily found on the A27 between Broadwater Green and the Lyons Farm Retail Park, Worthing.

Please note all prices are inclusive of VAT where applicable



TERMS AND CONDITIONS OF LETTING

1 DEFINITIONS.

Throughout these Terms and Conditions, except where the context otherwise requires, the following expressions shall have the meaning hereby assigned to them:-

"Company" means Worthing Freemasons' Hall Company Ltd., also trading as and under the style of The Charmandean.

"Function" means the purpose for which the Accommodation is hired.

"Accommodation" means the part of The Charmandean referred to on the first line of the Accommodation Specification on the Booking Confirmation Form.

"Hirer" means the club, society, corporate body, the person or persons on behalf of whom a signature appears on the bottom of the Booking Confirmation Form.

"Overall Hire Charges" means the total hire charge detailed overleaf, subject to any adjustments that the Company may, at their absolute discretion, impose in respect of a Function booked in excess of 26 weeks in advance.

"Approved Caterer" means a Caterer who is under contract to the Company.

2 APPLICATION AND PAYMENT FOR HIRE. All applications shall be made by submitting the Booking Confirmation provided, duly signed by the Hirer. The Company reserves the right to cancel any hiring in the event of its appearing that the Hirer intends to use the Accommodation for a purpose other than detailed on the Booking Confirmation Form and, in such case, all deposit fees and charges paid to the Company shall be forfeit. The Accommodation shall not be deemed to have been hired until after the Hirer has been notified in writing by the Company to that effect and a deposit of 35% of the Overall Hire Charges, together with a damage deposit (see 5 below) as notified to the Hirer, have been paid. Full payment of the hire charges must be made at least 10 days prior to the date of the Function. The Company reserves the right to cancel any hiring in the event of non payment of the Hire Charges on the due date and in such case all deposit fees and charges paid to the Company shall be forfeit.

3 PROHIBITION OF SUB-LETTING. The Hirer shall not sub-let the Accommodation either as part or as the whole thereof. No charge shall be made by the Hirer for the admission to the Function by way of payment in any form taken at the door or entrance, except with the Company's written permission.

4 CANCELLATION BY THE HIRER. In the event of a booking being cancelled for whatever reason, other than detailed in (2) above, the Hirer shall pay to the Company a Cancellation Charge calculated in accordance with the following scale:

Date of Cancellation	Cancellation Charge
Within the last 2 weeks before the date of the Function	75% of the Overall Hire Charge
From 2 to 6 weeks before the date of the Function	50% of the Overall Hire Charge
From 6 to 26 weeks before the date of the Function	35% of the Overall Hire Charge

All applications for cancellation shall be made in writing, and the booking shall not be deemed to be cancelled until after the Hirer has been notified in writing by the Company to that effect.

5 DAMAGE, LOSS AND ACCIDENT.

- a. In the event of any claims being made by any person or persons whatsoever in respect of any injury, damage or loss which may have been sustained or incurred by any person or persons while on the Owners' premises, the Hirer alone shall be responsible, and the Hirer shall indemnify the Company in respect of such claims provided that, subject to Clauses (b) and (e) hereof, the Hirer shall not be liable for any injury, damage or loss caused by the act, neglect or default of any servant of the Company.
- b. The Hirer shall take all precautions to prevent any damage, and shall defray the cost of making good any damage caused to the Company premises or to any damage to or theft of or loss of goods, chattels, apparatus, appliances or equipment of the Company during the period of the hire in connection with the Function. A damage and/or loss deposit shall be payable by the Hirer(s) at least 28 days prior to the date of the function and shall be refunded on payment of the final invoice or offset against the final invoice as agreed between the Hirer and the Company.
- c. No aerosols are to be used in any part of the Company premises.
- d. Walls, floors & ceilings must not be defaced, and under no circumstances must anything be attached to them or company decorations, except on the hooks provided for that purpose, without prior arrangement of the Company. No sticky tape of any kind is to be used to attach anything to any wall, floor or ceiling. Cable protectors are available for customer use.
- e. The Company will not make good or accept responsibility for the loss, theft or damage of or to any goods or property of the Hirer or of any other person that are left deposited or put into the Company and his servants against all actions, expenses, claims, damage and demands arising out of or in any way connected with such loss, theft or damage.
- f. Decorations, equipment, displays, or any other item already displayed on the walls of the rooms used for the Function, shall not be removed without the prior agreement of the Company, and it shall be the responsibility of the Hirer to make provision for covering or protecting such items should they so desire (see (b) above).
- g. There must be no use of any appliance with a naked flame nor may any type of candle with a naked flame be used anywhere inside the building.

6 MAINTENANCE OF GOOD ORDER. The Hirer shall at all times be responsible for the maintenance of good order, and ensure that no gaming or unlawful pursuit is permitted during the Function, or that no undesirable person or persons are permitted to enter, remain or otherwise make use of the Accommodation. The Hirer shall remove or cause to be removed any person or persons whosever the Company or their servants shall request from the Accommodation or any other part of the Owners' premises. The Hirer must provide at his own expense stewards of such numbers as may be necessary for the proper conduct of the Function and no servants of the Company shall be provided for such purpose without prior arrangement.

7 ENTERTAINMENT ACT AND ROYALTIES. The Hirer shall be liable for and must make all arrangements for the payment of entertainment or other tax or any royalties chargeable or payable in respect of the Function. If the Hirer has obtained an exemption from the payment of entertainment tax the exemption certificate must be produced to the Company before the issue of any admission tickets in respect of the Function and exhibited during the Function in a prominent position by the Company.

8 COPYRIGHT. No copyright music shall be performed other than such as is authorised by the current Licence of the Performing Rights Society held by the Company, and the Hirer shall indemnify the Company against all liability in respect of the performance of copyright music not so authorised.

9 CATERING. All catering shall be undertaken by the Company or the Approved Caterer appointed by the Company. The hirer shall confirm in writing final numbers, seating plan and menu with the Company 14 calendar prior to the date of hire. The Company reserves the right to change the menus offered up to 14 calendar days prior to the date of hire.

10 PROVISION OF A LICENSED BAR. In the event of a licensed bar being required as detailed in the on the Booking Confirmation Form, service from such licensed bar shall terminate not later than 00:30 hours, except where a licence extension has been obtained for which the following conditions shall apply:

- I. Licensing Justices shall have granted an extension following application by the Company.
- II. All costs relating to the application to the Licensing Justices for such extension shall be payable by the Hirer in addition to all other costs of hire.
- III. The Function shall terminate not more than 30 minutes after the time granted by the licence extension.

11 CONSUMPTION OF FOOD AND BEVERAGES ON THE PREMISES. All food and beverages (alcoholic or non-alcoholic), consumed on the premises must have been purchased from the Company or The Approved Caterer. Subject to the written agreement of the Company the Hirer may supply their own beverages after advance payment of the advertised corkage charges. Under no circumstances will the Hirer be allowed to use any of the Company's kitchen facilities or equipment.

12 VALUE ADDED TAX. All prices are inclusive of VAT except where stated otherwise. The Company maintains the right to apply VAT at the rate ruling at the date of supply, and to adjust the VAT element of all charges in the rate or scope of the tax be made by the Government.

13 ACCESS. Access to the building shall not be permitted before 8.00 a.m. without written permission from the Company.

14 FLYPOSTING. The Hirer shall not Flypost any advertisement for the Function. Any complaint of Flyposting received by The Charmandean from a legal authority e.g Worthing Borough Council, prior to the Function will result in the Function being cancelled by The Charmandean and any deposit fees and charges paid by the Hirer to the Company shall be forfeit. Should The Charmandean be prosecuted and fined as a result of the Hirer's Flyposting the Hirer will be responsible for payment in full of The Charmandean's fines and any costs incurred.

15 PAYMENT. All payments must be by cash, cheque, BACS or Debit Card. A charge of 3% of the total invoice will be added for Credit Card use.

THE CHARMANDEAN - Forest Road - Worthing - West Sussex - BN14 9HS

Owned and Managed by Worthing Freemasons' Hall Company Limited