

## Hiring

Hire of the premises shall be restricted to use by residents and organisations of the Parishes of Brabourne and Smeeth unless specifically authorised by the Hall Committee. No person under 21 years of age shall be permitted to hire the premises.

## The Hirer

The hirer, if an organisation or body, shall appoint a responsible person, not under 21 years of age, to be in charge of the premises while occupied and shall be aware of the licence issued by Ashford Borough Council, a copy of which is displayed on the notice board. They will also be responsible for any extra security needed for discos and similar events. All children under 18 should be supervised by an adult at all times.

## The hirer shall be responsible for ensuring that:

- All designated fire exit doors are closed at the end of the letting. Fire doors in main hall are closed by lifting the handles and no doors should be left hooked or propped open;
- All windows are closed and entrance doors locked at the end of the letting; The keys should be left in the key safe;
- All tables and chairs should be carefully stacked and stored, using the trolleys provided;
- Heaters, oven, dishwasher, lights and water heaters are turned off at the end of the letting;
- The premises are left tidy and clean with no spillages. The hall should be swept after each use. Brooms are in the cleaning cupboard by the kitchen entrance;
- Crockery and ware in the kitchen are left clean and put away;
- All damages and breakages are reported to the management committee, either by phone 07927663892 or email: [bookings@basvh.com](mailto:bookings@basvh.com) immediately after use of the hall;
- **ALL RUBBISH IS TO BE TAKEN AWAY.** Do not leave sacks outside;
- Good order and behaviour are maintained during the letting. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

**Note that decorations MUST NOT be stuck onto walls. Sellotape pulls the paint off and other temporary fixing products leave oily marks. Do not fix decorations near light fittings or heaters.**

## Fire

In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the fire exits, and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests.

Fire exit signs are clearly displayed and must be followed if the premises must be evacuated. Passages and fire exits must be left clear and free from tables, chairs and trolleys, etc. In a closely seated audience, there must be a central gangway 1070 mm (minimum) wide, and all gangways must be kept clear of obstruction.

Hirers are NOT to attempt to modify or deactivate the alarm system. In the event of a false alarm the responsible person shall follow the instructions displayed in the main entrance hall, main hall and kitchen. Please also familiarise yourself with the fire safety information for hirers document available on our booking website and attached to emails confirming hire of the hall.

Hirers are reminded that it is against the law to smoke and not permitted to vape anywhere on the premises; any costs of emergency call outs caused by breach of this condition will be payable by the hirer.

**Artificial smoke must NOT be used as this will activate the fire alarm system.**

### **Deposits**

We do not ask for a deposit but expect hall users to treat the hall with utmost care. However, if after an event the hall is left untidy and or damaged the committee will invoice an extra charge to pay for cleaning and repair. Extra cleaning costs are charged at £30/hour

### **Charges**

Main Hall (Hickmott)

- £20 per hour for one-off events / parties etc. There is a maximum charge of £60 for bookings ending before 5pm.
- £10 per hour for regular local users.

### **Small Meeting Room**

- £10 per hour. Provides room for approximately 20 people seated.
- This room is only let when its occupancy does not conflict with Hickmott Hall users.

Note that when parties or major events are booked it is assumed the whole hall is used unless specifically agreed with the bookings manager.

BRABOURNE AND SMEETH VILLAGE HALL  
SUMMARY / CHECK LIST OF CONDITIONS OF USE

Invoices for hiring will be sent during the month following hire for regular users and the hirer undertakes to settle all accounts promptly.

One-off events require payment in advance and on receipt of monies the hirer will be given access details to the Hall Key Safe at the main entrance to the building

### **Occupancy**

Maximum number of persons admitted to the premises is:

(a) Dancing	170
(b) Closely seated audience	120
(c) Functions with seating at tables	120
(d) Functions combining (a)+ (c)	120
(e) Exhibitions	120

### **Entrance**

Entrance to the hall is via a key safe by the double doors at the main entrance on Lees Road. The code shall be obtained via email after payment and keys should be returned to the safe at the end of the hire.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises within 15 minutes of the end of a licensed period, unless otherwise agreed with the committee. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises.

Time will be allowed to clean up the hall the next day if the hall is not being used.

### **Alcohol**

If alcohol is to be sold, the hirer is to be responsible for the obtaining of a Temporary Event Notice (TEN). Further information is available from members of the Village Hall Committee.

Hiring of the hall is granted on the understanding that in using the premises all the above conditions are accepted by the hirer and will be strictly observed. In the case of regular users (e.g. organisations meeting on a weekly or monthly basis) the established responsible person (the person invoiced every month) shall be deemed a continuing undertaking to observe the conditions.

Any change in the person responsible shall be notified to the Village Hall Treasurer.

### Heating

The heating is controlled remotely. Please do not touch the heating thermostat control in the main hall. Please let the booking manager know if you need the village hall to be particularly warm or cold. Do not adjust individual radiators / heaters.

### Hot water

- **Toilets** - The water heater is located in the cupboard in the ladies' toilet, top switch for light usage, bottom switch for all-day usage.
- **Kitchen**- Heater switch on wall to right of main sink for washing-up.
- **Kitchen** - Instant hot drinking water needs to be turned on for 20 minutes prior to use. Switch is by machine in corner of kitchen.

### Water Supply

- **Stopcock** - is located under small sink in kitchen.

### Kitchen Utilities

- **Dishwasher** - main switch is on wall in kitchen. Instructions for use are by the machine and baskets are located to the right of the washer in the corner. Drain the washer after use please. This machine also requires 20 minutes to warm up and thereafter a wash cycle is 3 minutes.
- **Oven** - switch is also on the wall in the kitchen. Note that for all ovens to work the time needs to be set on the oven.
- **Fridge** - please leave clean and TURNED ON.

### Safety

- The village hall has a no smoking or vaping policy.
- Please use the trolleys provided for moving chairs and tables to avoid injury.
- Please stack chairs and tables in the storeroom as shown on the notice.
- The village hall's health and safety risk assessment and other key documents are kept in a file in the kitchen.
- The first aid box and accident reporting book are located in the kitchen.
- The village hall has no telephone, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

### Hall Floor Plan

# BRABOURNE AND SMEETH VILLAGE HALL SUMMARY / CHECK LIST OF CONDITIONS OF USE

