

BRABOURNE & SMEETH VILLAGE HALL

Conditions of use of the premises

1 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.**

2 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 regulations 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.

The hirer shall be responsible for ensuring that:

- (a) All designated fire exit doors are closed at the end of the letting. Fire doors in main hall are closed by lifting the handles;
- (b) All windows are closed and entrance doors locked at the end of the letting; The keys should be left in the key safe.
- (c) Heaters, Oven, Dishwasher, lights and water heaters are turned off at the end of the letting;
- (d) The premises are left tidy and clean; The hall should be swept after each use. Brooms are in the cupboard by the kitchen entrance
- (e) Crockery and ware in the kitchen is left clean and put away;
- (f) All damages and breakages are reported to David Smith, either by phone 01303813746 or email : keen.smith@btinternet.com immediately after use of the hall;
- (g) **ALL RUBBISH IS TO BE TAKEN AWAY.** Do not leave sacks outside;
- (h) Good order and behaviour are maintained during the letting.
- (i) Note that decorations **MUST NOT** be stuck onto walls. Sellotape pulls the paint off and other temporary fixing products leave oily marks

3 Fire The hirer shall be acquainted with the drill in case of fire. Instructions are displayed on the notice board. EXIT signs are clearly displayed and must be followed if the premises have to be evacuated. Passages and fire exits must be left clear and free from tables, chairs and cloaks, 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 on the notice board in the main entrance hall.

Hirers are reminded that it is against the law to smoke 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.

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4 Charges

Costs and deposit

The hirer shall be liable for all costs arising from the letting. Deposits are required on the following basis:

Hire up to 3 hours:-	£50
3-5 hours	£100
over 5 hours	£200

50% of the deposit will be forfeited if the event is cancelled within 14 days of the event. A deposit will not be required from organisations within the Parishes of Brabourne and Smeeth or if previously agreed by the Village Hall Treasurer.

The deposit cheque will be banked upon receipt and surplus after deducting hire charge and any other costs (damage to hall or additional cleaning to be paid for) to be refunded on receipt of the keys

Charges

Charges are available on application to David Smith

keen.smith@btinternet.com.

Currently they are (hourly) for regular users Week days- £5.00 main hall, £3.00 meeting room £8.00 both.

Weekends - £15.00 for party bookings

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

Accounts

The Village Hall Treasurer will send accounts for hiring 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 the access details to the Hall Key safe at the front of the building

5 Occupancy

The maximum number of persons admitted to the premises shall be:

(a) Dancing	170
(b) Closely seated audience	100
(c) Functions utilising seating at tables	85
(d) Functions combining (a) and (c)	100
(e) Exhibitions	112

6 Entrance.

Entrance to the hall is via a Key Safe by the double doors. The code shall be obtained from David Smith (keen.smith@btinternet.com) and keys should be returned to the safe at the end of the hire. Time will be allowed to clean up the hall the next day if the hall is not being used

7 Alcohol

If alcohol is to be available then 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 signature of the responsible person shall

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be deemed a continuing undertaking to observe the conditions. Any change in the person responsible shall be notified to the Village Hall Treasurer.

ADDITIONAL INFORMATION

An information sheet is provided in th hall, This contains details of where the lighting and heating switches are located.

- Heating:** Main switches are located on the wall to the right of the stage.
Switches for warm air heaters over entrance doors in main hall located to the right of heaters.
Switches for under stage heaters located on wall to the right of the stage.
- 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 located under small sink in kitchen.
- Dishwasher** Main switch is on wall in kitchen. Instructions for use are by the m/c and baskets are located to the right of the washer in the corner. Drain the washer after use please. This m/c also requires 20 minutes to warm up and thereafter a wash cycle is 3 minutes.
- Oven** Switch is also the wall in the kitchen . Note that for all ovens to work the time needs to be set on the oven
- Fridge:** Leave clean and **TURNED ON**
- First aid box:** Located on kitchen worktop.

I have read and agreed the terms and conditions of use of the hall.

..... (.....
Signed (.....
..... (.....
Name (*capital letters*) Address

on behalf of (*if applicable*)

..... Organisation Usual days of hire