

ST JOHN'S VILLAGE HALL, KINGSDOWN CT14 8BJ

TERMS AND CONDITIONS OF HIRE

1. Age

The Hirer must:

- be over 21 years of age

2. Supervision

The Hirer is responsible for:

- supervision of the premises
- the behaviour of all persons using the premises, whatever their capacity
- making good or paying for all damage (including accidental damage) to the premises
- paying for all damage to or loss of fixtures, fittings and contents
- Ensuring no money is left on site

The Trustees will not be liable for the loss or theft of any personal items from the premises.

3. Use of Premises

All parties using the Village Hall do so at their own risk.

The Hirer must not:

- use the premises for any purpose other than that agreed
- sub-hire the premises
- allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way
- give keys or the key code to any third party without the permission of the Trustees
- allow ball games in the hall (with the exception of table tennis)

The Trustees:

- are responsible for maintenance of the premises (e.g. electrics and drainage), but will expect any such problems to be brought to their attention by 'the hirer'
- will refund any deposit already paid if the premises become unfit for the use intended by the Hirer
- shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever

4. Licences/permits/checks

The Hirer is responsible for obtaining all necessary licences/permits/checks for events, including:

- a Temporary Event Notice (TEN) for any events that include alcohol, entertainment and late night food. This must be obtained from Dover District Council www.dover.gov.uk/ten
- obtaining DBS (disclosure and barring service) checks where appropriate

5. Public Safety Compliance

The Hirer must:

- ensure that the door to the lower hall is kept clear at all times
- if the alarm is sounding, but no fire is found, contact one of the emergency numbers on the notice board by the main doors

- in the case of an accident, complete the form kept at the hall for such incidents, and inform the Trustees
- in the case of fire
 - call 999 quoting the post code CT14 8BJ
 - close all internal doors and the kitchen hatch
 - ensure everyone evacuates the building via the main doors or the rear fire exit.
-

The Trustees will not be held responsible for any loss, damage or injury sustained by hirers.

6. Special Care - Surfaces

The Hirer must ensure that care is taken to protect the:

- **main hall floor:** lift (do not drag) furniture, no detergents to be used – just wipe any spillages with a damp cloth and no adhesive tape
- **special forecourt:** no sharp objects, no naked flames, no adhesive tape etc.

7. Health and Hygiene

The Hirer must ensure that:

- if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations
- no solid waste is disposed of in the sinks
- washing-up/cleaning materials and tea towels are provided
- no deep fat fryers are used in the building
- no animals enter the kitchen at any time
- no mops or buckets are left in the kitchen
- no waste other than organic waste is flushed down the toilets
- all nappies and sanitary products are removed from the premises

Regular user groups are expected to do their own housekeeping. All equipment must be put away out of sight to eliminate any potential Health and Safety issues

The Trustees accept no responsibility for food brought to the hall and consumed in the hall.

8. Smoking

The Hirer must ensure that:

- anyone wishing to smoke does so on the forecourt adjacent to the road where a receptacle is provided.

9. Electrical Appliance Safety

The Hirer must ensure that:

- any electrical appliances brought to the premises and used there shall be safe, in good working order, and have valid PAT certificates
- appliances are used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- where a residual circuit breaker is provided it is used

10. Cancellation

- Payment for bookings cancelled within 2 week of the booking period will be forfeited, unless the Trustees agree there are exceptional circumstances.

11. Decorations

The Hirer must ensure that:

- no selotape or other adhesive tape is to be used on the walls (bluetak is permitted)
- no posters, paintings etc are to be left on display at the end of the hire period
- no decorations are to be put up near light fittings or heaters
- no highly flammable substances are brought into, or used in any part of the premises
- no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Trustees

12. End of hire

The hirer must ensure that:

- all rubbish is removed from the premises
- all electrical appliances, and all lights are switched off and unplugged where applicable (e.g. kettle, microwave)
- the heating is reset to 'timed' if this has been changed
- all events finish by midnight
- music ceases at 11:30pm
- all members of the public have vacated the building
- all internal doors are closed
- the kitchen hatch is closed
- all windows are secure
- the alarm is set on the side emergency exit door
- the hall is left in readiness for the next user

13. No rights

This Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.