

SHORNE VILLAGE HALL

(Registered Charity No. 320841)

Conditions of Hire

If the hirer is in any doubt about any of the following Conditions, please contact the Booking Secretary on by email: info@shornevillagehall.org.uk or tel: 07340 106556

1. SUPERVISION OF THE PREMISES

- a. The hirer shall, during the period of the hiring, be responsible for the supervision of the premises, its fabric and contents, and will protect them from all forms of damage. The hirer will be responsible at all times for the behaviour of all and any persons using the premises. This includes the car park and adjacent properties.
- b. The hirer is responsible ensuring that noise outside the hall is kept to a minimum so that there is no disturbance to, or trespassing on, neighbouring properties. Shouting, the use of offensive language and boisterous behaviour is not acceptable and may result in the hirer being refused any future hiring.

2. PARKING

The hirer must ensure proper supervision of car parking to avoid obstruction to the highway and inconvenience to residents. There is limited parking in the hall car park and on nearby roads. The hirer must ensure that their party's cars do not:

- Block residents' driveways.
- Prevent other vehicles (including emergency vehicles) from being driven along roads without hinderance.
- Restrict access to or exit from the roads.
- Encroach on any private land next or near to roads of pavements.

3. MUSIC

- a. The hirer must ensure that music is kept to reasonable levels so as not to disturb residents. If noise is excessive and/or justifiable complaints are received the hirer must reduce its level. If this does not happen Shorne Village Hall Management Committee reserves the right to disconnect power without further notice and end the event.
- b. All music must cease promptly by 11:00pm (23:00) and the hall vacated by 11:30pm (23:30). The Caretaker will attend ten minutes before 11:00pm to ensure that this happens.

4. DEPARTURE

Shorne Village Hall is in a quiet residential area, with neighbouring properties, some with young children, close by. Please respect our neighbours and do not cause them undue disturbance, particularly late at night.

Shorne Village Hall reserves the right to cancel or refuse to accept bookings which the Trustees consider may result in disturbance of inconvenience to residents.

5. USE OF PREMISES

- a. Alcoholic drinks may be served and consumed on the premises, but the hirer **MUST NOT** allow their sale, including the provision of alcohol within the ticket price. Beer kegs are not permitted in the Large Hall, but private bars may be set up in the Small Hall. Alcohol must not be served after 10:50pm (22:50).
- b. Use of the car park and the kitchen are included in the hire fee (subject to an additional cost if the cooker is to be used), as is the cost of heating and lighting. It is a condition of the hire that **no portable electrical equipment of any type** must be used in the kitchen.
- c. All hirings have a charge for caretaking built into the hire fee, however, this is conditional on the Hall being left in the same condition that it was prior to the event.
- d. Regular users which are given responsibility for locking up after their events are responsible for leaving the Hall secure.
- e. **The hirer may not sub-let the premises or use them for any unlawful purpose of in any unlawful way, nor do anything or bring anything onto the premises which may endanger the hall or invalidate the Hall's insurance.**
- f. Functions with music for dancing of any kind on Sundays are prohibited.

6. LICENCES

- a. Shorne Village Hall Management Committee holds a Premises Licence issued by Gravesham Borough Council.
- b. Hirers must comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority etc. particularly in connection with any event which included public dancing, or music, or other public entertainment.
- c. Hirers are **not** required to obtain a licence from the Performing Rights Society as one is held by Shorne Village Hall.

7. SMOKING

Shorne Village Hall is a non-smoking environment, and this must be observed throughout the entire premises.

8. FIRE PRECAUTIONS

- a. All exit doors must be kept unlocked and unobstructed during the period of the hiring and all gangways kept clear.
- b. At the completion of the event, hirers are responsible for ensuring services are turned off and that there is no possible source of fire risk.
- c. Windows must be closed and curtains left open.
- d. Any use of candles at events (with the exception of candles on birthday cakes) **must** first be agreed with the Booking Secretary.

9. REMOVAL OF RUBBISH

- a. The hirer is responsible for ensuring that all waste rubbish is placed in the bin located in the car park.
- b. Bottles, glass containers and other recyclables must be taken away from the premises by the hirer.
- c. **The cost of removing any waste rubbish left behind by the hirer will be charged additionally to the hirer.**
- d. **Additional caretaking/cleaning fee will be charged to the hirer if hall/room left in poor condition.**

10. USE OF DECORATIONS

- a. Banners and balloons may be tied to the special black brackets sited around the Large Hall or to the beams in the Small Hall.
- b. White/blue tac may be used only on the wooden beams – **not on the walls. The use of sticky tape, staples or drawing pins is prohibited.**

11. CHILDREN

The hirer is responsible for the safeguarding and supervision of children using the Hall and the hall carpark and must ensure that they do not trespass on neighbouring properties. **Children are not allowed to play on the stage and its surrounding raised areas at any time as this is a safety risk**

12. BOUNCY CASTLES AND OTHER HIRED PLAY EQUIPMENT

Shorne Village Hall does not accept responsibility, or any liability sustained by injury as a result of the hirer using brought-in equipment on the premises. **Hirers are strongly advised to make their own insurance arrangements and/or check with the suppliers of such equipment that they have adequate insurance.**

13. AUTHORISED ENTRY

Shorne Village Hall Management Committee reserves the right of entry for its authorised officers, agents/servants to all parts of the Hall premises at all times and requires that persons employed by or acting on behalf of hirers are instructed accordingly.

14. DEPOSITS

- a. All events require a non-refundable deposit. At the time of booking hirers will be advised of the appropriate amount. The full cost must be paid at least two weeks before the event.

15. CANCELLATIONS

- a. The Trustees reserve the right to suspend or cancel any hiring but will not be under any liability to the hirer for any loss of damage that may be sustained arising out of such suspension or cancellation.
- b. If a booked event is cancelled by the hirer less than two weeks before it is due to take place, any deposit paid will not be refunded.

16. INDEMNITY

The Trustees do not, under any circumstances, accept responsibility for any loss, damage or injury sustained by any person or persons, or in respect of property, articles brought into, placed or left in the Hall or within its curtilage. By signing this document, the hirer indemnifies the Trustees, its officers, agents and servants against all claims, demands, actions and proceedings in respect of any loss, damage or injury.

PLEASE NOTE: Shorne Village Hall is situated in the centre of a quiet village, close to residential properties. We respect our neighbours and do not wish to cause them any undue disturbance or inconvenience. If you expect to have very loud music, with heavy bass, please select another venue. Shorne Village Hall is not a suitable venue for these purposes.
