

# Terms and Conditions for the hire of ULCOMBE VILLAGE HALL (“the Hall”)

(Please read carefully – these conditions are part of your hire agreement, a legally binding contract)

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## **NOTE – Adjoining Car Park and Grounds**

Hall Hirers and their guests may use the car park but must accept that vehicles are left at the owner’s risk and no fires or BBQ’s are allowed.

Other restrictions are shown on the noticeboard near the entrance to the car park.

The Hirer must supervise parking so that ready access to the Hall is maintained for emergency service vehicles, if needed.

If requested in advance, the height restriction barriers can be opened for short periods of time at the start or end of a hire to admit high vehicles. They will not be left open for the duration of a hire.

**NOTE ALSO – The lobby and exterior of the Village Hall are monitored by CCTV cameras.**

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1. If your intended use of the hall is for anything other than a private party for friends or relatives and will, or may, involve one or more **adults at risk\*** or **persons under 18 who are unaccompanied by a parent (or someone confirmed in writing to be acting in loco parentis)** you must produce, at least 7 days in advance of the hire, a copy of your safeguarding policy and evidence that relevant checks have been made through the Disclosure and Barring Service (DBS).\*\* The hiring agreement will not take effect until we have confirmed to you that we are satisfied that what you have produced meets our own safeguarding standards.

*\* ‘Adults at risk’ means adults who may be unable to protect themselves from abuse, harm or exploitation by reason of illness, age, disability, impairment or otherwise*

*\*\* Persons under 18 or adults at risk must at all times be supervised by a DBS certificate holder.*

*This may require the involvement of more than one DBS certificate holder (eg if those attending the event split into separate groups in different locations)*

2. The Hirer is responsible for the actions and safety of all persons in the hall during the period of hire.

**Regular hirers and commercial hirers are not covered by the Hall’s insurance for matters within the control of the hirer.**

Please make yourself aware of the location of the emergency exits, fire extinguishers and fire blanket.

Fire exits must remain un-obstructed at all times and ‘Fire Exit’ signs switched on when dark.

A first aid kit is maintained in the kitchen but is made available for use entirely at the hirer’s risk.

An automatic external defibrillator is located on the outside wall of the Hall, adjoining the recreation ground.

*(The code for the cabinet door lock will be advised when calling 999 and speaking to the ambulance service)*

You must ensure that any electrical equipment brought into the Hall is safe to use.

No candles are permitted without prior arrangement. Please read the ‘Fire Action Notice’ in the lobby.

Please record any accidents (or hazards that could result in accidents) in the book on the kitchen window sill.

3. The Hirer may not sub-let the Hall.

4. The number of persons in the Hall must at no time exceed 150, or 100 if seated at tables.

5. No dogs other than assistance dogs are permitted in the Hall without prior permission.

6. No ball games, or other projectile games, are permitted in the Hall without prior permission.

7. The hirer is responsible for obtaining any legally required permissions for activities carried on in the Hall during the period of hire and for paying any required fees. *Note, in particular, that the Hall is not licensed for the sale of alcohol or for the playing of live or recorded music by commercial hirers. If the Hirer wishes to sell alcohol at a function he/she must apply to The Licensing Partnership, c/o Sevenoaks District Council, for a Temporary Event Licence. If a commercial hirer wishes to have music played in the Hall, he/she must apply to PRS/PPL (0800 0720 808) for the appropriate licence.*

8. Anyone catering in the Hall must comply with the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995.

9. Except by special arrangement, the Hall may not be entered before the start time specified in the hiring agreement. If 'setting up time' or 'clearing up time' is required, it must be booked as part of the agreed hire period.

10. Chairs and tables (including those stored in the room opposite the accessible toilet in the entrance lobby) may be used by the hirer. There is a chair trolley for moving stacks of chairs but the table trolley in the store is only used for storing the tables - please CARRY tables into position in the hall. Dragging tables or chairs across the floor will scratch the surface and you may incur an additional charge for rectifying.

11. Decorations, notices, etc, may NOT be attached to the painted walls but may be attached to the wooden architrave rail using non-permanent, non-marking fixings or the existing screw eyes and hooks.

12. All nuisance to local residents must be avoided. In particular, persons leaving the Hall must do so quietly and in an orderly manner. Any complaint of nuisance relating to the hiring will be referred to the Hirer, who will be responsible for settling the complaint.

13. Before leaving the Hall the Hirer is responsible for ensuring:

- (i) that the main Hall and all other areas used (including the toilets and kitchen) are left clean and tidy (this would include sweeping / mopping all floors and thoroughly wiping surfaces, as necessary)
- (ii) that if tables/chairs have been used, all tabletops are cleaned and tables/chairs are neatly stacked back where they were found (blue chairs in stacks of 10 please)
- (iii) that if crockery/cutlery has been used, it is washed, dried and replaced in the kitchen cupboards/drawers
- (iv) that all lights have been switched off and the heating thermostat set to 8°.
- (v) that the automatic dishwasher and all cooking equipment in the kitchen is switched off and that the dishwasher isolating switch and cooker wall switch are also 'off'
- (vi) that all external doors and windows are closed.

14. The Hall must be vacated by the end time specified in the agreement, except that a maximum of 45 additional minutes may be taken for any unanticipated cleaning/clearing up that is required (provided no other hirer is to make use of the Hall during that time). At the discretion of the Hall committee, any further over-run of time may be charged at the standard hire rate and the amount deducted from any deposit taken.

15. On leaving, all food waste / rubbish / recycling must be removed from the site, the Hall left securely locked and the key returned to the key safe, located at the Village Hall.

**16. The Hirer hereby indemnifies the Hall Committee against any additional costs it incurs which arise from the hire, including additional cleaning costs and the cost of making good of any damage to the Hall, its contents or the surrounding area (whether or not the Hirer was personally responsible). The Hirer agrees that any deposit taken may be put towards meeting any such cost and, should any such cost exceed the amount of any deposit, the Hirer agrees to pay the balance within 14 days of being advised of the need to do so.**

17. The Hall Committee reserves the right to cancel or amend bookings at any time due to unforeseen circumstances affecting use of the Hall, or if the terms of the hire are not complied with.

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