

BADLESMERE PARISH HALL MANAGEMENT COMMITTEE CONDITIONS OF HALL HIRE AND BOOKING FORM

Please sign and return one copy of the Booking Form (one page) to the Hall Manager:
Mr I Earl, South View, Ashford Road, Badlesmere Lees, Faversham, ME13 0NZ,
tel: 01233 740572, email: hallbookings@badlesmerelees.com.

The attention of the Hirer is drawn to these conditions and to any instructions posted in the Hall. Failure to comply may result in the forfeiture of the deposit and refusal of this or future lettings.

1. WHAT IS INCLUDED IN THE HIRE OF THE HALL

The hirer may have full use of the Hall, stage, kitchen, kitchen equipment, crockery, chairs, tables, lighting equipment and the car park. Heating is accessed by means of payment cards and is charged separately. **The rear fire exit may not be used for any deliveries or collections.**

2. MAXIMUM CAPACITY

The following are numbers allowed in the Hall in accordance with Fire & Safety Regulations.

	No. of Persons
Closely seated audience	150
Dancing	150
Functions utilising seating at tables	90

3. HEALTH AND SAFETY

The Hirer during the letting period has a duty of care for the safety of all persons on the premises by maintaining the premises in a clean and safe condition and by assessing the risks arising from any activities to be undertaken and taking appropriate action to avoid such risks. In particular the Hirer is responsible for evacuation in the event of fire and must at the event draw the attention of persons attending to the location of the fire exits and the assembly point on the private road immediately outside the Hall in the event of fire. In the event of a fire warning bells are provided at the main exit door of the hall and by the emergency exit at the rear of the stage. Fire extinguishers are easily visible in the hall and kitchen. Please check the hall to ensure no person remains in the building and inform the Fire Brigade, Police and Hall Manager.

By law smoking is not permitted in any part of the Hall.

If candles are to be used they must be placed in suitable, stable, heatproof containers.

4. HOW THE HALL MUST BE LEFT

After a function the requirements of the End of Session Checklist (see below) must be adhered to. The Hall and kitchen must be left in a clean and tidy condition with the floors swept, chairs stacked and tables returned to the stage. Please ensure access to the fire exit is maintained. Crockery and utensils in the kitchen should be washed and returned to the cupboards. Cleaning equipment is kept under the sinks. Rubbish bins are provided. **Please do not leave rubbish in bags.** All bags must be tied securely and placed in the rubbish bins at the front of the Hall near the main entrance. All bottles and cans must be taken away. There are bottle and can banks at The Red Lion Public House. No hirer's equipment may be left in the Hall or grounds at the end of the letting period without the express prior permission of the Hall Manager. Hirers must inform the Hall Manager of any equipment that is left after their booking as this may restrict the use of the Hall for future lettings and incur an extra hire fee.

5. HEATING AND LIGHTING

At the end of the hire period all cookers and water heaters in the kitchen and toilets must be turned off. Other electric appliances must be turned off and unplugged. All heaters must be turned off.

N.B. Heating cards are purchased separately to activate the meter situated just inside the kitchen.

6. DOORS

On departure, all internal doors and windows must be closed and outside doors must be closed and locked.

7. PARKING

Cars may be parked on the grass opposite the Hall (weather permitting). Please do not encroach onto, or obstruct the lane to neighbouring private properties.

8. NOISE LEVELS

The Hirer must ensure that the noise level of music and entertainment in the Hall is kept to an acceptable level for local residents. All music must be turned off at midnight.

9. EQUIPMENT

No equipment may be removed from the Hall without the prior permission of the Management Committee.

10. KEYS.

Keys may be collected from South View, Ashford Road, Badlesmere Lees (opposite the Lees) (tel. 01233 740572). A £10 deposit is payable for the key which must be returned at the end of the letting period.

11. CHARGES FOR HIRE

Payment of charges for hire must be made to the Hall Manager and are calculated to the nearest hour. The hire period must include time required for both setting up and clearing up.

12. DAMAGE TO THE HALL

Any damage caused to the Hall or its contents, or any loss of contents belonging to the Hall during a letting, must be paid for in full by the Hirer. If the Management Committee incurs any additional expenditure as a result of the Hirer ignoring or disregarding these conditions, the Management Committee reserves the right to retain the deposit. The Committee accepts no responsibility for the loss of any property at any function for which the Hall is being used or of any vehicle that is parked on Village Hall land or of any property contained therein.

13. RIGHT TO REFUSE HIRE

The Management Committee has the right to refuse any application for the hire of the Hall or to refuse admission to any individual without assigning any reason. Any Management Committee member or any member of staff has the right of entry to the Hall during the period of hire.

14. INTOXICANTS

This booking is taken on the basis of there being no sale of alcohol. The Hall is not licensed for the sale of alcohol and if you wish to sell alcohol on the premises, the prior consent of the Management Committee must be obtained before giving the necessary Temporary Events Notice (TEN) to Swale Borough Council and the Kent Police. As there is a statutory limit of twelve TEN's per annum, such consent may not be granted. If a Temporary Events Notice is given without the consent of the Management Committee, the Committee may cancel the booking without further notice.

15. ENTERTAINMENT LICENCES

The Hall is licensed for music and dancing from 9.00am until 12 midnight on Mondays to Saturdays and until 10.00pm. on Sundays. The Entertainment Licence excludes commercial events. Music must not be played in the Hall grounds and bonfires and fireworks are not permitted.

16. DEPOSIT

A deposit is required on booking to cover losses, damage etc and may be forfeited if the booking is cancelled within one month of the hire date. The deposit and completed booking form must be returned to the Hall Manager within fourteen days of receipt.

17. INSURANCE

The Hall's insurance policy covers public liability of any organization or person using the hall to an amount not exceeding five million pounds subject to the terms and conditions of the policy, except that there is no cover where such use is for commercial purposes. Hirers wishing to use the hall for commercial purposes must obtain their own public liability insurance.

Hirers bringing property onto the hall premises must obtain their own insurance cover for it if required, as the policy does not cover the loss or damage of any property not belonging to the Hall.

Any query with regard to the insurance should be addressed to the Hall Manager.

18. PORTABLE ELECTRICAL EQUIPMENT

Any electrical equipment brought into the hall for use by the hirer must hold a current PAT certificate.

19. SPECIAL CONDITIONS (if any)

BOOKING FORM – BADLESMERE PARISH HALL

PURPOSE OF HIRE :

DATE OF HIRE :

PERIOD OF HIRE :

HIRING FEE (See note 11 above) **£ 7.50** PER HOUR PAYABLE NO LATER THAN 14 DAYS
PRIOR TO EVENT (OR INCLUDED WITH DEPOSIT PAYMENT
– SEPARATE CHEQUES MAKE DEPOSIT RETURN EASIER)

DEPOSIT : **£50** PAYABLE IMMEDIATELY TO GUARANTEE YOUR
BOOKING. FULLY REFUNDED WITHIN 10 DAYS OF THE EVENT
IF HALL LEFT AS FOUND.

(We suggest you send separate cheques for the above – deposit cheque to be returned to you if all is in order.)

**PLEASE MAKE CHEQUE(S) PAYABLE TO "BADLESMERE VILLAGE HALL"
AND MAIL TO:-**

**MR I EARL
SOUTH VIEW, ASHFORD ROAD, BADLESMERE LEES,
FAVERSHAM, ME13 ONZ**

I agree to abide by the Conditions of hire set out herein.

I conform any portable electrical equipment brought into the Hall for the event will carry a current P.A.T. certificate.

SIGNED:NAME (printed):.....

DATE:

ORGANISATION:

ADDRESS :

TELEPHONE :EMAIL :

**As from 1st July 2007, in line with the new law on smoking in public places,
smoking is not permitted in any part of the property.**

**This booking is taken on the basis that there WILL NOT be a licensed pay bar.
Please let the Hall Manager know if you wish to have a pay bar.**

**Badlesmere Parish Hall, Ashford Road,
Badlesmere Lees, Faversham, Kent ME13 ONX**

BADLESMERE PARISH HALL

END OF SESSION CHECKLIST

- Leave hall and kitchen in clean and tidy condition with floors swept.**
- Stack chairs no more than five high for safety reasons and return to stage. Folding chairs return to stage.**
- Return tables to the stage, taking care not to block rear fire exit.**
- Wash and dry crockery and utensils and return to the cupboards.**
- Place rubbish in bags tied securely in dustbins near main entrance.**
- Take away all bottles and cans with you (bottle and can banks are available in Red Lion Car Park).**
- Check that heaters are turned off.**
- Check that cookers and water heaters are turned off.**
- Check that all other electrical appliances are turned off and unplugged.**
- Turn off all lights.**
- Close internal doors and windows, and close and lock outside doors.**
- Do not leave your equipment in any area of the halls or grounds without the express permission of the Hall Manager.**
- Return keys to Hall Manager at the end of let.**