

# **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:

**Ian Earl, South View, Ashford Road, Badlesmere Lees, Faversham, ME13 0NZ**

**tel: 01233 740572 / 07759 826633, email: ian\_earl@btinternet.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.

Every event must have a Responsible Person, assumed to be the hirer, who will be present on the day. If a different person is delegated this role the Hall Manager must be informed.

Regular users will be invited to provide a representative for the Hall's Management Committee. An occasional special event may require the cancellation of a regular user session.

The Hall is located about 240m down a private road (beware its state of repair) south east from its junction with the A251 at the north end of Badlesmere Lees. The Post Code is **ME13 0NX**; and its what3words location is '**skins.boardroom.scouts**' (useful if the emergency services are called).

### **1. WHAT IS INCLUDED IN THE HIRE OF THE HALL**

For the basic hourly rate, the hirer may have full use of the hall, stage, lighting, the car park and the kitchen. The latter includes crockery and glassware, the kettles, fridges and water heater. To have use of the Burco urn, the hobs and ovens, the hourly rate is 50% higher. The heaters in the hall require the use of pre-paid cards and the dedicated meter.

### **2. MAXIMUM CAPACITY**

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

Closely seated audience	150 persons
Dancing	150 persons
Functions utilising seating at tables	90 persons

### **3. CHARGES FOR HIRE**

Payment of the hire charges must be made to the Hall Manager (see the Booking Form). The hire charges are calculated as per hour or part thereof. The hire period must include any time required for setting up and clearing up. There is the option to hire for a twenty-four hour period, charged as 12 hours, typically to allow the clear up to be performed the next morning.

A booking is provisional until payment, including the deposit (see below), is received and the booking confirmed. Delivery or collection of equipment outside the period of hire is at the Hall Manager's discretion.

### **4. HALL HEATING**

The hall heaters are controlled from switches in the kitchen and by inserting pre-paid cards into a meter there. Cards, with values of £1 or £5, may be purchased prior to the event from the Hall Manager, on a sale-or-return basis, i.e. you are refunded for any unused cards returned. A £1 card lasts for about 45 minutes with all three hall heaters on.

No other heating appliances may be brought onto the premises without consent.

## **5. DEPOSIT**

A deposit is required on booking and may be forfeited if the booking is cancelled within one month of the hire date. The deposit will be banked and only refunded if no damage or loss has occurred. Any refund will be made (by cheque) as soon as possible after your event but no particular time period can be guaranteed.

## **6. KEYS.**

Keys must be collected from and returned to the Hall Manager at the times and places agreed. A £10 deposit is payable for any key supplied, which will be refunded on its return.

## **7. 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 entrance/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.

Highly flammable substances must not be brought into the Hall, and no decorations are to be put up close to sources of heat, e.g. filament bulbs. If candles are to be used they must be placed in suitable, stable, heatproof containers, and positioned only on tables.

## **8. PORTABLE ELECTRICAL EQUIPMENT**

Any electrical equipment brought into the Hall for use by the hirer must be safe, in good working order, and used in a manner in accordance with the Electricity at Work Regulations, 1989. The hirer must check that the electricity supply is appropriate for any equipment used, and that the equipment will not endanger, overload or damage the electricity supply or any of its components. Commercially provided or hired equipment must be in-date PAT tested.

## **9. 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.

## **10. ACCIDENTS**

The hirer must report to Hall Manager all accidents involving injury to the public and complete the relevant section in the Hall's accident book, which is located near the first aid box in the kitchen.

A serious accident or injury has to be reported to the Health and Safety Executive as a RIDDOR Report. To assist with this, all serious incidents, i.e. those resulting in a person's death or a

person requiring hospital treatment (except when a person is taken to hospital purely as a precautionary measure), must be reported directly to the Hall Manager as soon as possible.

#### **11. PARKING**

Cars may be parked on the hard-standing opposite the Hall and on the grass, if necessary (weather permitting), before the Hall. Do not park beyond the Hall (a notice indicates where this applies), and do not encroach on or obstruct the lane. This is to ensure that access to neighbouring private properties by any vehicle, including emergency vehicles, is maintained.

#### **12. WATER**

The incoming water supply is turned off in winter. Please turn it on at the stopcock in the ladies' toilets, and off again at the end of the hire. In the gents' toilets is a valve above the sink that activates the urinal flushing – turn the handle to vertical to turn it on.

The water heater in the gents' toilets is turned on by the electric switch on the wall above it.

Hot water at the kitchen sinks is achieved by turning the water heater on at the switch between the sinks and the hobs. The water within the heater takes at least 20 minutes to heat up.

#### **13. ENTERTAINMENT LICENCES**

The Hall is licensed for music and dancing from 9.00am until 12.00 midnight on Mondays to Saturdays and until 10.00pm on Sundays. The Entertainment Licence excludes commercial events.

#### **14. 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 finish by midnight (10.00pm Sundays). Music must not be played in the Hall grounds, and bonfires and fireworks are not permitted.

#### **15. ALCOHOL and DRUGS**

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.

The hirer must ensure that steps are taken if necessary to avoid excessive consumption of alcohol, to avoid anti-social or criminal behaviour. Alcohol must not be served to any person suspected of being drunk or under the age of 18. No illegal drugs may be brought onto the premises.

#### **16. EQUIPMENT**

No equipment belonging to the Hall may be taken outside or removed from the Hall without prior permission.

#### **17. NO ALTERATIONS**

No alterations or additions may be made to the Hall or its fixtures and fittings without prior approval of the Hall Manager. Temporary decorations are acceptable, subject to fire and safety considerations (see above), but all must be removed at the end of the hiring.

The use of drawing pins, staples or nails is strictly forbidden.

#### **18. 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.

#### **19. RIGHT OF ENTRY**

Any Management Committee member or member of staff has the right of entry to the Hall during the period of hire.

#### **20. INSURANCE**

The Hall's insurance policy covers public liability of any organization or person using the Hall to an amount not exceeding ten 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 have their own public liability insurance.

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

#### **21. HOW THE HALL MUST BE LEFT**

After a function the requirements of the End of Session Checklist must be adhered to. These state, but are not limited to, the following:-

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 or near the main entrance (as found). Please ensure access to the fire exit on the stage 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 and bin bags are provided. Non-recyclable waste must be bagged and placed in the green wheelie bins outside the Hall. Recyclable waste, such as paper, cardboard, bottles and cans, must be placed in the blue wheelie bin (not bagged). Please empty the waste bins in the kitchen if full or nearly full.

All lights, inside and out, the hall heating, and the water heaters (in the toilets and kitchen) must be turned off. (The outside light which is activated by a PIR detector is permanently powered from within the locked storeroom.) Please turn off the water at the main stopcock in winter.

No hirer's equipment may be left in the Hall or its grounds at the end of the letting period without the express prior permission of the Hall Manager.

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

#### **22. SPECIAL CONDITIONS (if any)**

**Badlesmere Parish Hall, Ashford Road,  
Badlesmere Lees, Faversham, Kent ME13 0NX**

# BADLESMERE PARISH HALL

## BOOKING FORM

**PURPOSE OF HIRE** .....

**DATE OF HIRE** .....

**PERIOD OF HIRE** .....

**HIRING FEE**            £ 8.00 PER HOUR (£12.00 IF HOBS/OVENS TO BE USED) .....

**DEPOSIT**                £50.00, REFUNDED IF HALL LEFT AS FOUND. ....

**TOTAL TO PAY**            BOOKING IS PROVISIONAL UNTIL PAYMENT RECEIVED. ....

Please make cheques payable to "BADLESMERE PARISH HALL", and send to the Hall Manager:-  
**IAN EARL, SOUTH VIEW, ASHFORD ROAD, BADLESMERE LEES, FAVERSHAM, ME13 0NZ**  
If a BACS transfer is preferred, please ask for details.

*When a Hirer makes a reservation and the booking is confirmed, this constitutes a contract between the Hirer and Badlesmere Parish Hall. Unless the booking is cancelled the contract continues to exist and payment will be due whether the Hirer makes use of the Hall or not.*

**I agree to abide by the Conditions of Hire set out herein, including those aspects requiring special permission. I am the Responsible Person unless I have named another and informed the Hall Manager.**

**SIGNED:** ..... **DATE:** .....

**NAME (printed):** .....

**ORGANISATION:** .....

**ADDRESS:** .....

.....

**TELEPHONE and/or MOBILE:** .....

**EMAIL:** .....

*In the use and storage of your personal information supplied on this form, the Badlesmere Lees and Hall Committee complies with the General Data Protection Regulations. For a copy of our policy or to see what data has been kept, please contact the Hall Manager or the Secretary of the Committee.*

# **BADLESMERE PARISH HALL**

## **END OF SESSION CHECKLIST**

- Return chairs to the stage (left hand side): the stacking chairs to be no more than five high for safety reasons, the folding chairs to be linked in groups of three.**
- Return most of the tables to the stage (right hand side) – the white tables go near the main entrance.**
- Do not to block access to the fire exit at the rear of the stage.**
- Leave the hall and kitchen clean and tidy with the floors swept.**
- Remove all temporary decorations and any string, etc., used to hold them in place.**
- Wash and dry crockery and utensils and return to the cupboards.**
- Place non-recyclable waste in bags tied securely in the green wheelie bins.**
- Place recyclable waste in the blue wheelie bin.**
- Check that hall heaters are turned off.**
- Check that both cookers and the kitchen water heater are turned off.**
- Check that all other electrical appliances are turned off and unplugged.**
- Turn off the water heater in the gents' toilets, and the valve to the urinals.**
- Turn off the water at the stopcock in the ladies' toilets (in winter).**
- Close all internal doors and any open window.**
- Turn off all lights, inside and out, and close and lock the main doors.**
- Return key(s) to Hall Manager at the agreed time.**