

# **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 Bookings Manager:  
**Ian Earl, South View, Ashford Road, Badlesmere Lees, Faversham, Kent, ME13 0NZ**  
**mobile: 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 who will be present on the day. It will be assumed that this is the hirer unless the Bookings Manager is informed otherwise.

Regular users are 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).

As there is no telephone at, or public telephone box near, the premises, the hirer must ensure that they bring a mobile phone in order to call the emergency services, if the need arises.

Please note that during 2024 much needed repairs and improvements are scheduled. Bookings will continue but do talk to the Bookings Manager if you want an update on the work or are concerned that the work may affect your use of the hall.

### **1. WHAT IS (and isn't) INCLUDED IN THE HIRE OF THE HALL**

For the basic hourly or session rate, the hirer may have full use of the hall (excluding the stage), including lighting, the car park and the kitchen. The latter includes crockery and glassware, two jug kettles, two microwave ovens, a fridge, a dish washer (tablets provided) and a water heater. To have use of a Burco urn, the two hobs and two ovens, an extra fee is charged. To use the electric heaters in the main hall pre-paid cards are required.

Use of the stage and any equipment or furniture stored on it is only permitted with prior permission from the Bookings Manager. There is no broadband available, and the mobile phone signal inside the hall is poor because the hall acts a Faraday cage.

### **2. MAXIMUM CAPACITY**

Fire & Safety Regulations limit the number of people in the hall to:-

Closely seated audience	80 persons
Dancing	80 persons
Functions utilising seating at tables	54 persons

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

The hire charges are calculated as per hour or part thereof for small meetings (few people attending/few facilities required). Large meetings, such as Parties or Quiz evenings, are subject to session rates (5-hour, 8-hour or 12-hour) charged at the same hourly rate. A 12-hour hire allows access to the hall over 24 hours, typically to allow the clear up to be performed the morning after. Please tell the Bookings Manager if you want the 24 hours. Residents and non-residents are subject to different rates – see the Booking Form.

The hire period must include any time required for setting up and clearing up. See the Booking Form for the extra charge that allows use of the Burco/hobs/ovens in the kitchen. Regular hirers may be offered a discount.

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

#### **4. HEATING THE HALL**

The hall heaters are controlled from switches in the kitchen and paid for by inserting pre-paid cards into the dedicated meter next to the switches. Cards, with values of £1 or £5, may be purchased prior to your event, on a sale-or-return basis. A £1 card lasts for about 30 minutes with all three hall heaters on (as at Jan 2024, but is very likely to change).

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 as soon as possible after your event.

#### **6. KEYS.**

Keys must be collected from and returned to the Bookings Manager at the times and places agreed.

#### **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. Do not block access to the emergency exits, especially the one on the stage.

The Hirer is responsible for evacuation in the event of fire and must, at the event, have drawn to the attention of all persons attending the location of the fire exits and the assembly point on the private road immediately outside the Hall. In the event of a fire warning bells are provided at the main entrance door to the Hall and by the emergency exit on the stage. Fire extinguishers are easily visible at either end of the hall and in the kitchen. Following evacuation, please check the Hall to ensure no persons remain in the building and inform the Fire Brigade, Police and Bookings Manager.

Smoking, or vaping, 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 or damage of any property at any function for which the Hall is being used, or of any vehicle (or property therein) that is parked on Village Hall or neighbouring land.

#### **10. ACCIDENTS**

The hirer must report to Bookings Manager all accidents involving injury to the public and complete the relevant section in the Hall's accident book, which is kept 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 Bookings Manager.

#### **11. WATER**

The incoming water supply is turned off between hirings. Please turn it on at the stopcock located in the far left cubicle in the toilets, and off again at the end of the hire.

The water heater in the 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 labelled switch between the sinks and the hobs. The water takes at least 20 minutes to heat up.

#### **12. TOILETS**

The toilets are regarded as uni-sex. Please do not use the urinals (if still in place).

#### **13. ENTERTAINMENT LICENCE and NOISE LEVELS**

The Hall is licensed for music and dancing from 9.00am until 12.00 midnight on Mon-Sat inclusive, and until 10.00pm on Sundays. The Entertainment Licence excludes commercial events.

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. Bonfires and fireworks are not permitted.

#### **14. 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 TEN is given without the consent of the Management Committee, the booking may be cancelled.

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.

#### **15. EQUIPMENT**

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

#### **16. NO ALTERATIONS**

No alterations or additions may be made to the Hall or its fixtures and fittings without prior approval of the Bookings Manager. Temporary decorations are acceptable, subject to fire and safety considerations (see above), but all must be removed at the end of the hiring. Do not leave pieces of Sellotape on any of the walls, tables, etc.

The use of drawing pins, staples or nails is strictly forbidden (except on the notice board).

## **17. PARKING**

Cars may be parked on the hard-standing opposite the Hall and on the grass, if necessary (and 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 large agricultural and emergency vehicles, is maintained.

## **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**

All members of the Management Committee have 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** (see separate sheet below) 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 or hoovered. The chairs and tables must be returned to their trolleys, and the trolleys parked near the main entrance.

Crockery and utensils in the kitchen should be washed and returned to the drawers and cupboards. If the dishwasher is used, please inform the Bookings Manager if crockery, etc., is still in it when you leave. 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 on the telegraph pole is activated by a PIR detector is permanently powered from within the storeroom.)

Please turn off the water at the main stopcock in the toilets.

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 Bookings 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

## BOOKING FORM

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

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

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

**HIRING FEE** £10.00/£12.00 PER HOUR (RESIDENT/NON-RESIDENT) .....  
Small meetings are per hour; large meetings are a 5-, 8- or 12-hour session

**EXTRAS** Use of BURCO/HOBS/OVENS (£20.00) .....

**DEPOSIT** £50/£100, REFUNDED IF HALL IS LEFT AS FOUND .....

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

A BACS transfer is preferred, with payment to **Badlesmere Parish Hall**, sort code **56-00-51**, account number **32766858**. If paying by cheque, please contact the Bookings Manager.

*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 Bookings Manager.**

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

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

**ORGANISATION:** .....

**ADDRESS:** .....

**TELEPHONE or MOBILE:** .....

**E-MAIL:** .....

*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 have been kept, please contact the Bookings Manager or the Secretary of the Committee.*

# **BADLESMERE PARISH HALL**

## **END OF SESSION CHECKLIST**

- **Stack the tables and chairs neatly on their respective trolleys (a maximum of 24 chairs per trolley).  
Park the trolleys in the corner near the main entrance.**
- **Remove all temporary decorations and any string, etc., used to hold them in place.**
- **Ensure the hall and kitchen are left clean and tidy, with the floors swept.**
- **Wash and dry crockery and utensils, and return to the cupboards (except those items still undergoing cleaning in the dishwasher when you leave).**
- **Place non-recyclable waste (usually in bags) in the green wheelie bins.  
Place recyclable waste (not in bags, please) in the blue wheelie bins.**
- **Check that the following electrical equipment is turned off:-**
  - **the ovens and hobs, and the water heater in the kitchen,**
  - **the hall heaters,**
  - **the water heater in the toilets,**
  - **any other electrical appliances (these to be unplugged).**
- **Turn off the water at the rising main stopcock in the toilets (unless the dishwasher is in use – and then please inform the Bookings Manager).**
- **Close all internal doors and any open window.**
- **Turn off all lights, inside and especially outside.  
(Ignore the single flood on the telegraph pole near the front door for it is triggered by a PIR detector and powered from within the store room.)**
- **Close and lock the main doors.**
- **Return the key(s) to the Bookings Manager at the agreed time, reporting any breakages and/or concerns you had.**