

St Johns Village Hall, Kingsdown
Upper Street, Kingsdown, near Deal, Kent, CT14 8BJ
www.kingsdownvillagehall.org.uk
(Registered Charity Number 302777)
Booking Form

email: - bookings@kingsdownvillagehall.org.uk

Tel:- 01304 373774

Name.....

Address

Post Code.....Telephone.....

Email

Date/s required.....
(Please state Day, Date, Month, and Year. Use a separate sheet of paper if necessary)

Time required (including time for setting up and clearing up)to

Accommodation required *(please highlight)* Main Hall (Max 100 people or 60 for seated catering purposes)
 Lower Hall (Max 25 people)
 Both Halls

Purpose for which premises are to be used.....
(Meeting/Private Party/Special event etc)

Do you intend to use the hall's PA system?	Yes	No
Do you intend to use the hall's WiFi?	Yes	No
NB. There is no step free access to the building or car parking at the hall.		
Do you have anyone who needs Special Assistance?	Yes	No

Are you covered by your own Insurance Policy or that of an Organisation?	Yes	No	N/A
If yes, please give details:-			
Name of Insurance Company.....	Policy No	Amount of Cover	£.....

A Temporary Event Notice (**TEN**) **must** be obtained from Dover District Council if you are organising an event which involves the sale of alcohol **Are you applying for a TEN?** **Yes** **No**
Here is DDC's link http://www.doverdc.co.uk/licensing/alcohol,_entertainment__food/temporary_event_notices.aspx

The hall holds a Premises Licence, number LN/000005020 The Hall holds a PRS for music licence, number 815624

If catering for a public event, please give the name of the person holding a 'Food Hygiene in Catering' certificate
(Person with Food Hygiene certificate must attend during period of hire)

.....
Payment by Cash or e-banking accepted – allow 5 working days for administration
Payment by cheque – allow 10 working days for administration
No bookings are guaranteed until the required dates are confirmed by the Booking Officer and full payment has been received.

Please make **cheques payable to 'St Johns Village Hall'**, and send completed form to the hall's postal address.
For cash or e-banking payments, please contact the Bookings Officer or the Secretary.

Cash/Cheque enclosed £.....
For current hire charges, see page 3 of Conditions of Hire

The Hirer is totally responsible for all persons in the hall during the period of hire.
I have read and accept all the conditions of hire.

Signed *(Signatory MUST be over the age of 18 years)* Date.....

Please note the location of fire equipment in the diagrams on display in the Main Hall, Kitchen and Toilets
Please see summary of terms and conditions of hire overleaf, and keep a copy of this form for your records.

Summary Hire Conditions

Full terms are available on the website.
www.kingsdownvillagehall.org.uk

Should you require further details, please contact the Secretary/Bookings Officer
Mrs Jane Banks, Telephone: - 01304 373774

There is NO step-free access provision

There is no associated car parking

The Hirer will be responsible for the safety of all members of the public during the agreed period of hire.

The Hirer or an accompanying adult will be responsible for all children under the age of 18

The Hirer is responsible for obtaining DBS (disclosure and barring service) checks where appropriate

Care must be taken to protect the special forecourt – no sharp objects, no naked flames etc.

There is a No Smoking policy (including the 'electric cigarette') in any part of the building or the forecourt

Smoking is permitted on the forecourt adjacent to the road ONLY – a receptacle for cigarette ends is provided in this area.

Care must be taken with the main hall floor – lift chairs, no detergents, wipe spillages with damp cloth

No money is to be left on the premises

The Trustees will not be liable for the loss or theft of any personal items

The Trustees will accept no responsibility for negligent behaviour

The Trustees suggest the Hirer or responsible person has a mobile phone for use in an emergency

In the case of fire, the person in charge will be responsible for checking the hall building, and that all persons have evacuated the hall unless his or her life would be put in danger by doing so.

Evacuation Procedure

- Raise the alarm
- Identify the source of the fire
- If the alarm is sounding, but no fire is found, contact one of the emergency numbers on the notice board by the main doors.
- **The fire brigade will challenge a call for a fire, with no fire**
- Close all internal doors and the kitchen hatch
- Evacuate the building via the main doors or the rear fire exit
- **Stay out**
- **Dial 999 and quote the post code CT14 8BJ**

End of Session Check List

The Hirer is Responsible for checking the following: -

- Are all internal doors and windows closed?
- Have you turned off the lights and the heating?
- Is the kitchen hatch door closed?
- Have you unplugged the kettle/microwave and any other such electrical equipment?
- Is the alarm set on the side emergency exit door?
- Have you left the hall in the condition you found it?
- Have all members of the public vacated the building?
- **Have you removed all your rubbish?**