

# Conditions of Hall Hire Main Hall & Lower Hall Meeting Room

**St Johns Village Hall Kingsdown, Upper Street, Kingsdown, Deal, CT14 8BJ**  
(Registered Charity Number 302777)

**The maximum number of people allowed in the Main Hall is 100.**  
**This number is reduced to 60 if catering for seated meals.**  
**The maximum number of people allowed in the Lower Hall is 25.**  
(The Hirer will be held responsible for ensuring numbers are not exceeded)

**Subject to the approval of the Trustees, both halls are available for hire by:-**

- 1) **Affiliated Users** (Groups with a rep on the committee)
- 2) **Residents and Village Charities** (Those who live in the village of Kingsdown)
- 3) **Commercial and Non-Village Users** (Those who charge for events or are not resident in Kingsdown)

**All users must complete a booking form at least 2 weeks before the date of their booking/s, and pay for the hire of the hall at least 5 working days before the date / the commencement of their period of hire, unless the Trustees have agreed to any exceptional circumstances.**

**Payment for bookings cancelled within this 2 week period will be forfeit, unless the Trustees agree there are exceptional circumstances.**

**These conditions will comply with Health and Safety and the terms of the Village Hall's Insurance Policy.**

Current Hire charges – see page 3

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

Care must be taken with the main hall floor – lift (do not drag) furniture, no detergents to be used – just wipe any spillages with a damp cloth

There is a No Smoking Policy in all parts of the Building (including the 'electric cigarette')

There is a No Smoking Policy on the main forecourt

Smoking is ONLY permitted on the forecourt adjacent to the road (a receptacle is provided in this area)

There is NO step-free access provision (see Access Statement)

There is no dedicated car parking available

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

The Trustees will accept no responsibility for negligent behaviour

The nearest public telephone is in Upper Street, opposite the Kings Head

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

**The Hirer will be responsible**, at the end of the period of hire and before leaving the premises and locking up, to ensure that all members of the public have vacated the building, all internal doors are closed, the kitchen hatch is closed, all windows are secure and the alarm is set on the side emergency exit door.

**The Hirer will be responsible** for ensuring that all electrical appliances, and all lights are switched off and unplugged where applicable (e.g. kettle, microwave). The heating must be reset to 'timed'.

**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.

**The door to the lower hall is to be kept clear at all times.**

## **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 alarm 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

The Hall has a full PA system with hearing loop, including an iPod dock (Instructions & key to cupboard from Maintenance Officer).

The Hall has WiFi access. Any password given must remain secret, and will be invalid at the end of the booking.

The Hall has a licence with the Performing Rights Society for the performance of copyright music, which permits the use of copyright music in any form (e.g. record, compact disc, tapes, radio, or by performers in person), number 815624

The Hall does not have a TV Licence.

The Hall has a Premises Licence for the showing of films, performance of plays, live and recorded music, number LN/000005020. Consult the Trustees for specific times if you wish to include these activities.

**Alcohol** may be sold in the hall ONLY by prior agreement with the Trustees, the proof of a TEN, and the submission of a fully completed Booking form

**A Temporary Event Licence (TEN)** must be obtained from Dover District Council by the licensee providing the bar, and he/she must fulfil all legal requirements for the licence.

[http://www.doverdc.co.uk/licensing/alcohol\\_entertainment\\_food/temporary\\_event\\_notices.aspx](http://www.doverdc.co.uk/licensing/alcohol_entertainment_food/temporary_event_notices.aspx)

### **The following conditions of hire shall apply:**

- This Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
- All parties using the Village Hall do so at their own risk.
- The Hirer is responsible for obtaining DBS (disclosure and barring service) checks where appropriate
- A deposit of £25.00 (cash) may be required on collection of keys, refundable when keys are returned.
- Any key issued to any individual is the responsibility of that individual, and keys must not be given to any third party without the permission of the Trustees.
- Any key code given to the hirer must not be given to a third party.
- It is the responsibility of User Groups to have DBS (disclosure and barring service) checks where appropriate.
- The hire charge in force at the date of booking will apply.
- The Trustees will not be held responsible for any loss, damage or injury sustained by hirers. In the event of an accident, the hirer must complete the form kept at the hall for such incidents, and inform the Trustees.
- When hired by a User Group, that User Group shall be responsible for the general behaviour of the public in the hall during the period of hire.
- Ball games are NOT ALLOWED in the hall (with the exception of table tennis)
- **Electrical appliance safety.** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and have **valid PAT certificates**. The appliances must be used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.
- NO DEEP FAT fryers are to be used in the building.
- **No waste other than organic waste is to be flushed down the toilets.**
- **All nappies and sanitary products must be removed from the premises by the individual owners**
- No solid waste is to be disposed of in the sinks.
- The hirer will be deemed to be responsible for any damage to the hall, its furnishings, fittings, accessories or the surrounds unless damage is reported to the Maintenance Officer or a Trustee prior to commencement of hire.
- The Trustees accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
- Damage (including crockery breakages) must be reported and made good at the expense of the 'The Hirer' to the full satisfaction of the Trustees.
- Regular user groups are expected to do their own housekeeping. All equipment must be put away out of sight to eliminate any potential Health and Safety issues.
- **Hirers must provide their own washing-up/cleaning materials and Tea Towels**
- Nothing other than food must be taken into the kitchen and put on worktops.
- The Trustees accept no responsibility for food brought to the hall and consumed in the hall.
- The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. (The premises are provided with a refrigerator but *not* a thermometer).
- The Hirer shall ensure that **no animals** (including birds) except guide dogs are brought onto the premises, other than for a special event agreed to by the Trustees.

- **No animals whatsoever are to enter the kitchen at any time.**
- No Mops or Buckets are to be left in the kitchen.
- No selotape is to be used on the walls (bluetak is permitted)
- No posters, paintings etc are to be left on display at the end of the hire period.
- No decorations are to be put up near light fittings or heaters.
- The Hirer shall ensure that **no highly flammable substances** are brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Trustees.
- The hall must be left in readiness for the next user.
- The Trustees will be responsible for maintenance of the premises (e.g. electrics and drainage), but will expect any such problems to be brought to their attention by 'the hirer'
- If the premises become unfit for the use intended by the Hirer, the Hirer shall be entitled to a refund of any deposit already paid, but the Trustees shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
- No money is to be left on site.
- When leaving the hall after 11pm, keep noise to a minimum to avoid creating a nuisance to local residents.
- **All Rubbish must be removed from site by the hirer at the end of the hire period**

### Lower Hall

The lower hall toilet and sink waste is pumped up to ground level. The pump is very expensive to repair and the User will be deemed liable for costs incurred if the following conditions of hire are not met.

- The lower hall has provision for coffee and tea making
- No solid waste is to be disposed of in the sink – tea bags, tea leaves and coffee grounds etc.
- No waste other than organic waste is to be flushed down the toilet (i.e. NO sanitary materials and nappies).
- All Rubbish must be removed from site by the hirer at the end of the hire period

### Bookings

All hirers must complete a **signed** booking form and send it to the Booking Officer at least 2 weeks before their period of hire, using the hall's postal address or email: - [bookings@kingsdownvillagehall.org.uk](mailto:bookings@kingsdownvillagehall.org.uk)

**Cash, cheques payable to 'St Johns Village Hall' and e-banking are accepted.**

**For cash or e-banking payments, please contact the Bookings Officer or the Treasurer for further details.**

**No booking is guaranteed until the required dates are confirmed by the Booking Officer and full payment has been received - allow at least 5 working days for cash and BACS payments, and 10 working days for cheques (Non-returnable except in exceptional circumstances).**

- Bookings will not be accepted more than 12 months ahead. The Trustees and their representatives have the right to refuse any request.
- Time of entry and departure (including preparation time) are to be agreed at the time of booking.
- Arrangements for housekeeping and returning keys will be agreed at the time of booking.
- All Users MUST submit a Booking Form listing ALL dates required at least two weeks prior to the first date required
- A cancellation period of **Two Weeks** will apply to the Hall Management Committee, 'the hirer' and to Regular Users, clubs and organisations. If such a notice is received, there will be no charge to either party.
- Any additional time will incur additional costs

**Main Hall Hire Charges - from 12<sup>th</sup> October 2017** (Use of Chairs, tables, crockery and cutlery are included)

**Affiliated Users:** - (Groups with an appointed representative on the committee) **£9.00 per hour**

**Residents:** - (Those who live in the village of Kingsdown) **£10.00 per hour**

**Commercial Users and Non-residents** **£12.00 per hour**

**Lower Hall Hire Charges - from 12<sup>th</sup> October 2017** **£6.00 per hour**

**Hire Charges for BOTH HALLS booked for the same event** **£15.00 per hour**

Use of the forecourt is included in these prices. For use of the forecourt alone – contact Trustees.

### Tables/Chairs/Stools for Off-Site Catering

Any request for hire of equipment for use off site will be considered by the Trustees.