

IWADE VILLAGE HALL

TERMS AND CONDITIONS FOR HIRING OCCASIONAL USERS

Enquiries

For availability of Hall hire contact:

Sue Davison – Caretaker

Telephone numbers: 07724 862744 or 01795 475967

Telephone callers between 10:00am and 7:00pm Monday - Saturday

Applications

All applications for the Hire of the Hall must be made on the proper form which can be accessed and downloaded from www.iwadevillagehall.org.uk

Bookings

The Hall is licensed for a capacity of 120 people in total.

A confirmed booking will only exist when a properly completed application form and deposit has been received and accepted.

Applications are required a minimum of 7 days before the event.

Provisional reservations where no form has been completed and/or deposit has not been paid will be held for a maximum of two weeks.

A booking fee of 50% of the total Hire is required with the properly completed form before a booking is confirmed.

Under no circumstances send cash in the post.

A booking confirmation and receipt will be issued to personal callers and for postal bookings where a stamped, addressed envelope is included.

Hall Usage Times

09:00 – 23:00 (11:00pm) - Monday to Thursday

09:00 – 23:30 (11:30pm) - Friday and Saturday

10:00 – 18:00 (6:00pm) – Sunday **NB** Sunday Evening hire is not allowed.

Regulated Entertainment (e.g. live and recorded music)

Regulated Entertainment is to be confined to inside the building, between

15:00 until 23:00 (Monday – Thursday) and

15:00 until 23:30 (Friday – Saturday).

Regulated Entertainment is also permitted inside and outside the building between 09:00 until 15:00 (Monday – Friday **Only**).

For Regulated Entertainment outside of these hours, a special licence, obtainable from Swale Borough Council, is required by the Hirer. A copy of the licence is required by the Hall Committee prior to the hire period.

The Hall is to be cleaned checked and cleared within 30 minutes of the end of the Hire period.

Fee Charges

The Hall hire fees are shown on the website at www.iwadevillagehall.org.uk.
NB. These rates do not apply to Bank Holidays, prices on application.

Booking restrictions

The Village Hall Committee reserves the right to refuse any application. The Village Hall Committee accepts no obligation to offer any explanation for such refusal or offer any right of appeal. No parties exclusively for persons under 21 will be permitted. Bookings for 21st birthdays, engagements, weddings etc are only taken for family events when a range of age groups will be in attendance.

Hire Fee Balance

The full balance of Hire fees must be made no less than 28 days prior to the Hire. The Village Hall Committee is not under any obligation to issue any reminders for payment. It is the responsibility of the Hirer to make all payments on time. The Village Hall Committee reserves the right to regard the booking as cancelled by the Hirer if the balance of the Hire fee is not paid in full and within the time period stated.

Security Deposit

The Hirer will provide a deposit of £100.00, (£50 for children parties), against the initial cost of any damage caused to the buildings, goods, chattels, apparatus, appliances, additional cleaning or waste removal costs incurred within the boundaries of the Village Hall and caused within the period of the Hire. The security deposit will be returned to the Hirer within 14 days of the event following an inspection of the Hall less any appropriate deductions.

Cancellation – by the Hirer

In the event that the Hirer chooses to cancel a booking the following minimum notice periods are required by the Village Hall Committee in writing:

For Saturday bookings a two months notice is required and for other days a one month notice is required.

A cancellation which is notified to the Village Hall Committee in writing and within the period stated will not result in any loss to the Hirer.

A cancellation which is not within the stated notice period will result in a loss of deposit and will leave the Hirer liable for the full balance of the Hire fee and an invoice will be raised accordingly. The Village Hall Committee may at its discretion, refund part or all of the balance in the event that another Hirer takes the Hall for the period in question.

Cancellations – by the Village Hall Committee

The Village Hall Committee reserves the right to cancel any Hire on 28 days notice in writing to the Hirer. In the event of such a cancellation the Village Hall Committee will refund to the Hirer any monies paid in respect of the Hire. Such cancellation will not be unreasonably made.

Cancellation by the Village Hall Committee without notice will be limited to catastrophic failure of utility supplies, services, fire, flood, structural damage or force majeure. Hirer is advised to seek insurance advice against the risk of such cancellation.

The Village Hall Committee will not accept and the Hirer explicitly indemnifies the Village Hall Committee from any responsibility for expenditure or consequential loss related to the Hire which the Hirer may have incurred or is liable to pay.

Building and car park access

The keys to the Village Hall are kept by the Caretaker.

The Hirer must contact the Caretaker 7 days before the Hire and make arrangements to collect the key. The Caretaker will not contact Hirers and failure to collect keys will be regarded as cancellation by the Hirer.

Access to the building and use of the car park is granted for the period of Hire only. Possession of keys does not confer right of entry. Hirers may not enter before the start of their Hire period and must be completely clear of the building and car park within 30 minutes of the end of their Hire period. Keys are to be placed through the Village Hall letterbox at the end of Hire period.

All and any equipment brought in for an event must be removed from the premises at the end of the Hire. It cannot be left for collection at a later date.

Extension of the Hire period either by arriving early, or leaving late or failing to remove all items of equipment, will be charged for at the prevailing hourly rate.

Right of entry

The Village Hall Committee reserves the right of entry during the period of Hire to the Caretaker, any member of the Village Hall Committee, Police, Fire or Ambulance Services or Swale Borough Council out of hour's officers.

Supervision

The Hirer explicitly accepts responsibility for the effective supervision of the arrangements and activities on the premises during the period of Hire and for the prevention of unlawful or disorderly behaviour so as to ensure that no nuisance, damage or annoyance arises.

As a legal requirement, Noise Limiters are fitted within the Hall and may operate in order to prevent noise nuisance to the local community, particularly when external doors are left open. Amplified music feeds etc initially lose power and will lead to a **total power lock out** if excessive noise levels persist. **NB** Emergency exit doors are alarmed against irregular use.

The security deposit will normally be withheld if complaints are received from neighbours directly to the Village Hall Committee, Parish Council or via Swale Council's out of hour's officers – e.g. unnecessary noise either from within the Village Hall or from within the Village Hall boundary.

Please ensure smokers use the cigarette bins provided outside and refrain from using the floor of the car park and garden area. Doors should be closed whilst people are outside to reduce noise nuisance from inside the Hall.

No children must be left unsupervised inside or outside the Village Hall. Children must be asked to respect the fact the Village Hall is within a community – whilst we hope your party has a good time, neighbours do not

wish to be unduly disturbed. Adults and/or children screaming or shouting outside is strictly forbidden.

Coaches, taxis' and any other vehicles are requested that their driver respect neighbours in the vicinity; not to park outside houses with engine(s) running whilst waiting for passengers.

Damages

The Village Hall is provided to the Hirer in good general condition. The Hirer accepts responsibility to notify the Village Hall Committee immediately on gaining access of any material fault or damage by reporting it directly to the Caretaker if in attendance or calling and leaving a detailed message on 07724 862744 or 01795 475967. Any such damage which has not been previously noted may be attributed to the Hirer.

The Hirer agrees to the repair or replacement cost resulting from misuse or damage caused to the buildings, goods, chattels, apparatus or appliances either of the Village Hall Committee or other person during the period in connection with the Hire.

The Village Hall Committee will make such deductions as necessary from the security deposit against damage, but where any such damage repair cost exceeds the value of the security deposit, the Hirer explicitly agrees to fund the balance.

The Hirer will accept full responsibility for and will indemnify the Village Hall Committee against all costs charges and claims in respect of any persons present during or in connection with the Hire.

The Hirer must indemnify the Village Hall Committee against all costs charges and claims in respect of any monies or goods deposited or left on the premises by or on behalf of the Hirer before during or following the Hire.

In particular, attention is drawn to the misuse of fire extinguishers. Powder/fumes from some extinguishers can kill so it is important that they are not touched unless needed in an emergency. The cost of recharging any extinguishers discharged without good reason will be reclaimed from the Hirer.

Kitchen area

The kitchen / bar areas are furnished with a variety of domestic appliances including fridge, hob and oven. The Village Hall Committee does not warrant that they are suitable for the storage or preparation of food or drink and their use is at the risk of the Hirer.

Cooking is only allowed within the kitchen area and is prohibited elsewhere in the Hall and the Hall's grounds.

Piano

The use of the piano is available to any Hirer who requests it at the time of booking. Piano tuning is the responsibility of the Hirer.

Specific conditions

Hirers are required to conform to the following supplementary conditions:

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| NO SMOKING | The Village Hall is a no smoking environment. Smoking is not permitted in any part of the building. |
| Jumble sales | No jumble whatsoever is to be left on the premises or in the grounds of the Hall at the end of the sale. |
| Weddings | No paper confetti or rice is to be thrown within the boundaries of the Village Hall. |
| Candles | Do not burn candles anywhere on the premises. |
| Tables | Do not tamper in any way with the folding table legs. |
| Decorations | Do not use blue or white tack, sticky tape or drawing pins on any painted surfaces. Do not affix decorations to the notice boards or attach to the ceiling. Please use hooks provided. |
| General | Keep fire exits clear, fire doors closed and extinguishers easily accessible. |
| Noise Limiters | External doors MUST be kept closed when not in use otherwise music etc may automatically be cut off.
See Supervision page 3. |

For information of events and all the latest
information visit the Hall's website at
www.iwadevillagehall.co.uk

Procedures in the event of fire

Phone 999:

All Hirers are required to appoint one person to take responsibility for phoning 999 on a mobile in the event of discovering a fire. **Anyone discovering a fire should alert everyone in the Hall by ringing the Fire Bell and shouting Fire! Fire!**

All Hirers are required to appoint a suitable number of responsible persons to direct an orderly exit in the event of fire.

All Hirers are required to note that the fire assembly point is by the play area in Woodpecker Drive.

Please note that a Fire instruction document and a plan showing all fire exits and extinguishers is framed and attached to the lobby wall. All people should be made aware of where fire exits are located and the assembly points before the start of the event.

Waste

In the unlikely event that you have any of the following to dispose of whilst using the Hall, please note that under no circumstances can they be placed in the Village Hall bin or in black sacks left at the Hall:

Fluorescent tubes, TVs and computer monitors, batteries, aerosols, toners, contaminated wipes, rags and absorbents, oil tins and filters, paint and paint tins, chemical containers, thinners, resins, solvents and adhesives.

Excess rubbish which fills the bin provided incurs an additional charge of £15.00 per sack. This is a direct cost which the contractor charges the Village Hall for removal. If in doubt, please take your own rubbish away with you at the end of the Hire period

ALCOHOL

IF YOU ARE SELLING ALCOHOL PLEASE NOTE THAT:

IT IS A CRIMINAL OFFENCE FOR ANY PERSON TO SELL ALCOHOL TO A YOUNG PERSON WHO IS UNDER THE AGE OF 18 YEARS (SECTION 144 (1) (3) Licensing Act 2003)

PERSONS UNDER THE AGE OF 18 CANNOT CONSUME ALCOHOL ON THESE PREMISES. 16 AND 17 YEAR OLDS CAN CONSUME BEER, WINE OR CIDER WITH A TABLE MEAL.

YOU HAVE A DUTY TO REFUSE TO SERVE ALCOHOL TO A PERSON WHO IS DRUNK. (Section 139 (1) Licensing Act 2003)

Licence to sell alcohol ends 30 minutes before end of Hire.

NB Selling of alcohol includes an event at which payment has been made for entrance where alcohol is served without payment.

End of Hire check list

All parties must vacate and secure the Hall and gates within 30 minutes of the end of the Hire period

Hirers are required to leave the Hall as they found it and to run through the following check list before leaving at the end of the Hire:

- Clean all table surfaces, if tables have been used.
- Clean all kitchen and bar room surfaces and appliances, if used.
- Stack all chairs and replace on the stage.
- Return tables to their correct racks.
- Sweep the floor.
- Place recyclables in the bin outside the Hall.
- Place other rubbish in the bin accessible outside the Village Hall.
- Check that the heating, air cooling unit and the cooker turned are off.
- Check that all the electrical appliances,(except fridges),are switched off.
- Ensure the tea urn is emptied if used.
- Check that all the guests have left the building.
- Close all internal doors and kitchen hatches.
- Ensure all stray cigarette ends within the car park area are swept and cleared away.
- Secure all windows and outside doors.
- Turn out all the lights..
- Post keys through the Village Hall letterbox.