Hever Village Hall

Hever Road, Hever, Kent TN8 7NH
Booking enquiries: 07747 867942
Heverhallbooking@gmail.com
Registered Charity No. 302763Y

CONDITIONS OF HIRE

These Conditions of Hire apply to all hirers of the hall.

Please read them carefully – the hirer confirms acceptance by signing the document.

These Conditions of Hire may change. Please find the latest version on our website:

http://hever.org/hever.village.hall

1. **CONFIRMATION OF HIRE** The Booking Secretary will confirm your booking and hire fee in writing by email before the event. A copy of the Conditions of Hire will be sent with the confirmation email.
2. **CANCELLATION** The Hirer may cancel their booking with reasonable notice. Where the cancellation is made within 3 days of the event, the full hire charge will become payable. If the Hall becomes unusable for any unforeseen reason, then the Committee reserves the right to cancel any booking with a full refund of any fees but will not be liable for any consequential loss.
3. **CHARGES** The hire charge should be paid no later than 7 days before the start of the hire, unless agreed in writing by the Booking Secretary. The hirer will be invoiced in advance of the hire date. Payment should be made by bank transfer to the following account: Hever Village Hall / Account 32946668 / Sort code 30-92-92, quoting the invoice number. Cheques are accepted with prior agreement, and should be made out to Hever Village Hall. Payment of the hire fee is your confirmation of the event taking place.
4. **BUILDING ACCESS** On receipt of payment, the Booking Secretary will send the hirer the code to the key safe, which is located to the right of the porch. Please collect the key just before the commencement of your event. If you leave site, return the key to the key safe and scramble the combination. Do not take the key off site. Lost keys should be reported to the Booking Secretary immediately.
5. **SUB-LETTING** The hirer shall not sub-let the accommodation or any part thereof, and the Hall may only be used for the purpose for which it has been hired.
6. **EQUIPMENT / DELIVERIES** Any equipment brought onto the premises is the responsibility of the Hirer, who must take responsibility for its safety and safe use. The Hall's insurance does not cover any equipment not owned by the Hall. Any electrical equipment brought onto the premises must be in a safe and good working condition, and must be removed from the premises at the end of the Hire, unless otherwise agreed with the Booking Secretary. The use of playground equipment and bouncy castles are not permitted inside the Hall. Bouncy castles may be used outside in the paddock area, with the prior agreement of the Booking Secretary, and the Hirer should ensure that they have suitable insurance for the use of such items. Should you wish to arrange deliveries before the start of your event, please contact the Booking Secretary for prior consent. Barbecues are permitted in the paddock area only. Please ensure that barbecues are not left unattended and must be extinguished before leaving the premises. Disposable barbecues must be raised on bricks or placed on hard standing; they must not be lit on the grass.
7. **FIRST AID KIT** A first aid kit is on the wall in the kitchen. Please notify the Booking Secretary is anything is removed from the box.
8. **ACCIDENTS OR INJURIES** Accidents or injuries, including near misses, must be reported to the Booking Secretary for inclusion in the accident book. The hirer is responsible for any injury or loss during the hire, including illness arising from food served during the hire.
9. **ALCOHOL / REGULATED ENTERTAINMENT** The Village Hall does not have a license to sell alcohol. If you wish to sell alcohol or offer regulated entertainment during your hire, you must first obtain consent from the Booking Secretary. It is the hirer's responsibility to request a Temporary Event Notice from Sevenoaks District Council. The Council will supply the hirer with the appropriate forms to complete, a copy of which must be forwarded to the Booking Secretary prior to the event.
10. **SMOKING** The Village Hall and its grounds are a no smoking area by law. This includes the use of e-cigarettes.

11. **RUBBISH** The Hall and premises must be left in a clean and tidy condition. The hirer is responsible for cleaning up any spills or mess caused during the hire. The hirer should bring their own rubbish bags as these are not provided, and to be taken home for disposal. Do not flush wet wipes, nappies or sanitary items down the toilet; the Hall has cesspit drainage and these items will block the pipes.
12. **FIRE REGULATIONS** The Hirer is responsible for ensuring that fire escapes are not obstructed at any time. Items should be kept away from lights and heaters. Fire extinguishers and a fire blanket are on the wall in the Hall and kitchen. In the event of a fire, the hall should be evacuated and all persons accounted for if safe to do so. Guests should assemble in the car park area. The Booking Secretary should be notified immediately if the smoke alarm is activated. The hirer must not disable all or any part of the fire or smoke detection system.
    IN AN EMERGENCY, DIAL 999 AND GIVE THE HALL ADDRESS AT THE TOP OF THIS DOCUMENT
13. **FIREWORKS, CANDLES AND FLAMMABLE SUBSTANCES** The burning of candles or incense is not permitted inside or outside of the hall. Indoor fireworks are not permitted. Fog or dry ice machines are not permitted. Flammable substances should not be brought onto the premises. The hirer must obtain the Booking Secretary's permission to use outdoor fireworks prior to the event date, and must provide their own insurance for this activity. Bonfires and fireworks are not permitted within the paddock area.
14. **PARKING** The Hirer should ensure that vehicles are only parked in the designated area and not on the grass. Cars parked on the road must not obstruct other road users. The Committee accepts no responsibility for the loss or damage to any vehicle or property left within the grounds of the Village Hall. Hirers of the Hall and those attending events must not use the Hall's electricity to charge electric or hybrid vehicles.
15. **DAMAGE** The Hirer agrees to look after the Hall, its contents, fabrics and grounds. The hirer must not attach anything to the walls or floor with Sellotape, Blu Tac, drawing pins or similar. Damage must be reported immediately after the event to the Bookings Secretary. If any damage is done to the Hall or the premises or their fittings, the expense of making good the same is to be paid by the Hirer.
16. **CURFEW** All music and outside noise should stop at 11pm. Please respect our neighbours: keep noise to a minimum especially late at night and early in the morning. Please vacate the premises by 11.45pm.
17. **RESPONSIBLE INDIVIDUAL** Individuals who book the hall and sign the contract must be over 18 years of age.
    The person or organisation to which the Hall is let is responsible for:
    - the behaviour and safety of those who attend the Event, particularly children who must be supervised at all times;
    - ensuring that the Hall is not used for any illegal purpose;
    - compliance with their Safeguarding Policy or, if no policy is in place, adhere to the guidelines attached to these Conditions of Hire;
    - the Hall's proper and orderly use and for the observance of any Licensing Regulations or other legal requirements governing such use;
    - ensuring that noise is kept to a reasonable level, both during the event and when leaving the premises and car park;
    - reporting any damage to the Hall or contents and any loss or breakage to the Booking Secretary as soon as reasonably practicable after the event;
    - complying with the exit procedure below.
18. **ACCESS** The Village Hall Committee reserves the right for any Committee Member to enter the Hall during the event to ascertain that the above Conditions of Hire are being complied with. The Village Hall Committee reserves the right to refuse to let the Hall to any person or organisation at their discretion.
19. **DATA PROTECTION ACT 2018** Hever Village Hall wishes to maintain a database of your details in order to process your booking and ensure accurate accounting in respect of your use of the Village Hall, to keep statistics as to the usage of the Village Hall and to help contact Hirers as and when necessary. The information held in the database will only be used by members of the Village Hall Committee and will not be disclosed to any other party without your permission. Acceptance of these conditions acts as consent to your data being used for the purposes detailed above, which are in accordance with the Village Hall's Data Protection Policy.
20. **INSURANCE** The Hall's insurers provide public liability cover of up to £10,000,000 for hirers using the hall for private or social purposes so long as they act responsibly and comply with these terms of hire.
    - Commercial hirers (defined as individuals, groups or organisations that use the building for financial gain) are not covered by the policy and must arrange their own insurance. All commercial hirers must have public liability cover of at least £2,000,000 and must produce up-to-date evidence of their cover when booking. Additionally

regular commercial users must provide the Booking Secretary with updated evidence of their cover at each renewal of their policy;

- all Hirers must ensure that sub-contracted activities including mobile discos and professional entertainers are fully insured and have public liability cover of at least £2,000,000 for their operation;
- the Hall is insured against any claims arising out of its own negligence.
- the Hall insurance does not cover the following events or equipment use, therefore hirer will need to arrange their own insurance for this type of activity:
    1. the use of bouncy castles or other inflatables, fly walls, bungee equipment or other similar activity equipment in the paddock area only;
    2. the use of outdoor fireworks
    3. organised contact sports (including martial arts)
    4. the use of the premises for any political groups or meetings or business activities by commercial organisations

21. **EXIT PROCEDURE** At the end of your event, please:
    - Tidy up, clean any spillages, and take your rubbish with you
    - Turn off all electrical devices other than the rodent deterrents
    - Plug in the rodent deterrent if it is unplugged during the hire
    - Flush the toilets
    - Return all furniture back to where you found it
    - Turn off the lights and heaters
    - Leave the kitchen and inside porch doors open
    - Lock all windows and doors
    - Return the key to the key safe and scramble the combination.

HALL CONTACTS

In case of emergency, please contact:

Booking Secretary	**Chair**	**Vice-Chair**	**Secretary**
Karen Thomas	Joanna Wade	Bob Turnbull	Mandy Yarnold
07747 867942	07958 919631	07969 173987	07976 281613