

BENENDEN VILLAGE HALL

Hire Charges from 1st June 2010

	<u>Resident</u>	<u>Non Resident</u>
Weekdays:		
Main Hall with use of kitchen	£10	£13 per hour
Main Hall to include small hall	£11	£16 per hour
Small hall with use of kitchen	£7	£9 per hour
Friday (from 7pm), Saturday & Sunday (All day)		
Main Hall with use of kitchen	£11	£15 per hour
Main Hall including small hall with use of kitchen	£13	£17 per hour
Small hall with use of kitchen	£9	£13 per hour
All events must terminate and the hall vacated by midnight.		
A charge of £10 will be made for events when alcohol is consumed.		
Main Hall :	<i>18 metres x 9 metres Maximum of 200 people for dancing Seating for 150 people</i>	
Small Hall :	<i>8 metres x 6 metres For meetings and smaller activity groups</i>	
Kitchen :	<i>Cooker, fridge, hot cupboard, tea and coffee making facilities, crockery, cutlery and cooking utensils. Serving hatches to both the main hall and small hall.</i>	
For Functions :	<i>Stage and Lighting Piano Sound System Projector and Screen Bar Tables and Chairs</i>	
	<i>Large Car Park : Disabled Facilities : Showers and Changing Rooms</i>	
TO BOOK:	Contact the Booking Secretary, Mrs. Joan Hagens : 01580 240672	

Benenden Village Hall

Regulations and conditions governing hire of the Village Hall.

Hirers are urged to read these regulations and conditions carefully, as any breach could result in the forfeiture of their deposit and a surcharge being levied as appropriate.

- 1 Booking.** All hirers are required to sign a booking form agreeing to the charges and conditions of hire. The booking will only be confirmed on receipt of a signed booking form and deposit. All hirers must be 18 years of age or over. Any alterations of the booking times need to be negotiated with the Booking Secretary. The Village Hall Management Committee reserves the right to (a) ensure payment in advance to guarantee a booking (b) refuse a booking, (c) alter the charges and conditions of hire for the ensuing year.

N.B. Provisional bookings can only be held for a maximum period of ten days.

- 2 Cancellations:** All cancellations must be in writing. The booking deposit will not be refundable except in very special circumstances.
- 3 Deposits.** A £50 deposit is required for all the following:- Bookings over £50 ; Use of P.A. System; Use of projector.
For events with alcohol a deposit of £200. (See items 7 & 8).
For bookings of £50 or under, payment will be required at the time of booking.
- 4 Liability of Hirers:** Hirers are responsible for orderly conduct in the use of the Village Hall and equipment, for any damage or injury caused and, in the case of equipment, furniture or articles contained in the Village Hall, for the loss of, whilst the Village Hall is in the occupation of hirers. By completing and signing the booking form the hirers undertake to reimburse or pay to the Village Hall Management Committee all costs, charges or expenses which may be incurred by them as a result or consequence of such damage, injury or loss. To avoid damage to the floor and walls, any sporting equipment such as footballs must be foam.
- 5 Safety and insurance:** No entertainment or event shall be held or given which will involve any increased risk of fire or invalidate any policy of insurance without previous notice being given to the Booking Secretary, whose approval must be sought. Liquid petroleum installations (portable or fixed) of any kind, gas lamps, oil lamps or candle lamps shall not be installed or used within the premises. Electric lamps and other electrical appliances used within the stage area should be sited so that they are not liable to come into contact with drapes, scenery or properties.

Hirers are strongly advised to arrange insurance cover for the period of hire to meet any claims for which they may be held liable.

- 6 Compliance with The Children Act 1989:** The Hirer shall ensure that any activities for children under eight years of age, that are not private functions, comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall committee with a copy of their Child Protect Policy on request.

- 7 Electrical Equipment:** It is the responsibility of the hirer to ensure that any electrical equipment brought into the hall during a hiring has been Portable Appliance Tested and approved for use. The Village Hall Management Committee does not accept any responsibility for electrical equipment brought in and used in the hall during a hiring and any damage however caused by such equipment is the sole responsibility of the hirer.
- 8a Alcoholic drinks:** The Booking Secretary must be informed before the event when alcohol is to be sold or consumed on the premises and a licensed event form signed and returned. A charge of £10 will be made on each booking and a refundable deposit of £200 is required. **No alcohol must be served or sold after 11 p.m.**
- 8b** The Village Hall Management Committee reserves the right to refuse a booking for an event when the sale or supply of alcohol would take place. The Village Hall Management Committee reserves the right to enter the building at any time during an event and to close the function immediately if minors are found to be consuming alcohol on the premises.
- 8c** It is the responsibility of the hirer to ensure that the event being held is adequately supervised and that the hirer is responsible for all persons present at the event in relation to the consumption of alcohol.
- 9 Facilities:** Heating and lighting are included in the hire charges. Additional caretaking services required for a booking may be arranged with the Caretaker

Stage – if this is required, prior arrangement must be made for its use.

PA System - this is available to hirers but prior arrangement must be made. A returnable deposit of £50 is required. There is a 100 decibel automatic level cut-out system to control the noise. All connections may only be made from the power points on the stage.

Piano – This is available to hirers by prior arrangement.

Projector & Screen – This is available to hirers by prior arrangement. A returnable deposit of £50 is required.

Showers & Changing Rooms – Permission must be obtained from the Booking Secretary to access these rooms, failure to do so will result in a loss of deposit. Hirers must use only those facilities that have been signed for.

A FIRST AID BOX AND ACCIDENT BOOK IS KEPT IN THE KITCHEN

- 10 Discos and Bands.** Discos or bands are allowed only if agreed in advance. No public advertising is permitted.
- 11 Preparation and clearing away:** Hirers are reminded that the period booked must allow adequate time for preparation and clearing up the hall. If hirers do not leave the hall by the agreed time, an additional charge will be made. The building should be left in a clean and tidy condition by the departure time agreed with all rubbish and articles removed from the building. On leaving **all** lights should be extinguished, the building securely locked and noise restricted by leaving the area quietly so as not to disturb nearby residents.

ALL EVENTS MUST TERMINATE AND THE HALL VACATED BY MIDNIGHT

Booking Secretary:-
Mrs. Joan Hagens
01580 240672

Caretaker:-
Mr. David Dalrymple
01580 240012