

Downe Village Hall - Conditions of Hire

Downe Village Hall, 24 High Street, Downe BR6 7UT. Registered Charity 272612

You as the 'The Hirer' - Will read and accept the following Conditions of Hire of Downe Village Hall (referred to as 'the hall') which includes the paved area at the front of the building and the back yard. The Conditions of Hire will be given/sent to you by the Booking Secretary when you enquire that you wish to make a booking or deemed as accepted should this be chosen as such on the webform. You may only use the hall during the period of your booking. If you need access to the hall outside this period, you must inform the Booking Secretary. **NB Maximum number in the hall is 90 persons.**

Your deposit - A deposit may be required in advance of the booking date, as well as the booking charge, when you book the hall. Your full deposit will be returned to you if, at the end of the period of hire, the Conditions of Hire are seen to have been met. A charge of at least £25 may be deducted for each breach of the Conditions of Hire. This includes failure to return the key as arranged with the Booking Secretary.

Booking charge - The Booking Secretary will provide you with an invoice confirming the charge as well as the deposit, which must be paid within 7 days of the invoice but must be before your hire of the hall. Refunds are possible, however we ask Hirers to inform the Booking Secretary no later than 2 weeks before the hire date.

Insurance - There is an insurance policy covering the hall's buildings in the event of a fire or accidental damage, and for the hall's third-party liability. However, damage or theft of yours or your guests' property/equipment is not covered, neither is personal injury resulting from negligence whilst on The hall property. If hall property is lost or damaged during your booking you will be charged at a cost of renewal. You can arrange your own insurance cover.

Television - The hall is not licenced to receive broadcast television. If you plan to use a close circuit monitor or a TV, to watch TV programmes, it is your responsibility to apply for a TV licence and inform the Trustees.

Performing Rights Society for Music (PRS for MUSIC) - the hall purchases an annual licence from PRS which provides cover should you wish to have music at your event. Music can be played by prior agreement with the Booking Secretary.

Alcohol - You must not sell alcoholic drinks in the hall unless you have a licence. You must talk to the Booking Secretary and get permission **before** you apply for a licence as there is a limit on the number of Temporary Event Notices (TENS) licences, that the hall can have each year.

WiFi - the hall has WiFi available. The passcode is on the wall by the HIVE heating control (left side of hall near stage). Note users of the hall are responsible for ensuring there is no mis-use of the hall WiFi. Parents are responsible for children's use of the WiFi.

Fire procedures - the fire exits are:

- a) via the front door
- b) via the fire exit in the rear corridor behind the kitchen (operated by a push bar)
- c) via the fire exit in the rear corridor beyond the toilets (operated by a push bar)

The escape route for the rear exits are outside, up the ramp and turn right through the neighbouring "Forgcroft" property. The assembly point is by the Lime tree in the island in the village centre.

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It is the hirer's responsibility to explain to those at their event where the fire exits are

Emergencies

- **Emergency exits** - Front door, rear door and double rear doors must be unlocked and not obstructed. This includes the entrance lobby.
- **Fire extinguishers** - must not be moved or hidden from view
- **First aid box:** is located on shelf next to wash hand sink
- **Fire blanket:** is located on the side of the kitchen unit – on entering from the hall
- **999 Calls:** You will need the post code of the hall - **BR6 7UT**

Outside land at rear of the hall: only for emergency exit purposes. MUST be kept clear.

Decorations - No pins or stickers are to be put on the wooden panelling in the hall or on the radiators. There are hooks along one side of the hall which can be used to tie decorations. If you use helium balloons and they escape there could be an additional cost of removal from the ceiling of the hall. Do not place cables or decorations around the hall speakers or projector.

Children - You, as the Hirer, are responsible for ensuring that children are always supervised by an adult within the hall

Kitchen - Instructions for the oven are kept in the drawer to the right of the oven.

- **Microwave** - instructions for use are above the unit
- **Small built-in fridge** - (under the microwave) - this is always kept ON. The switch is also above the work top
- **Large fridge freezer** - In the corridor. If using, you will need to switch this ON and then OFF at end of booking
- **Rubbish** - You must take away all rubbish at the end of your booking
- **Tea towels** - You need to bring your own
- **Fan heater** - (if required). This is located at ground level, built into plinth of the unit next to the fridge. The ON/OFF switch is located above the work top. Turn OFF at the end of your booking.

Tables, chairs & piano - Clean tables and chairs with a damp cloth if food or drink has been spilt on them. Chairs should be stacked only 5 high and not in front of the radiators. 40 are stored in the hall along wall at front of the building. Other chairs are kept in the rear corridor. Small folding tables are kept on the trolley in the corridor; large folding ones in the corridor behind the stage.

Heating – will be set by the Booking Secretary:

- **Radiator heating** - the HIVE controller is on the wall to the left of the stage (single knob mounted on black glass front). If adjustment is needed, press the knob, and turn – the desired temperature is displayed on the left (“target”). Please do not alter or cover the radiator thermostatic valves
- **Infra-red heaters** – will be controlled by agreement with the Booking Secretary

Lights

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- **Kitchen and corridor emergency lights** - are operated from two switches - one on the wall to the left on entering the kitchen from the front lobby and the other is in the corridor beyond the kitchen on the wall to the left. These lights must be turned on and kept on during your booking.
- **Rear corridor & toilet lights** - are operated from the triple rocker switches to the left of the single rear Emergency Exit door.
- **Hall lights** - the main switch for use is marked "hall" – grey box - in the lobby next to the front door
- **Outside front light & Lobby Light** - this switch is in the lobby marked "porch". There is also a circular push button switch (clear plastic) which provides a few minutes of the outside light whilst you leave the building.
- **Stage lights** - these are operated by switch adjacent to the door to the corridor, at the stage end of the hall.

Cleaning - *you must leave the hall clean and ready for the next Hirer.*

- **Toilets** - please leave clean and tidy – removing paper hand towels in the bins and replacing toilet rolls.
- **Vacuum cleaner** - kept in cupboard in corridor behind stage
- **Floor mop/bucket** - kept in tall cupboard in kitchen
- **Extra cleaning time** - if more time will be needed it is possible that the next morning can be booked at an additional charge, but this must be arranged with the Booking Secretary in advance as the hall may already be booked.

Noise - Downe is a small residential village and as such the hall is restricted in terms of types of events that can take place. Music is allowed, however volume must not be excessive.

Closing times - The hall must be vacated by midnight on Fridays and Saturdays, 11pm on the other days of the week. For pricing and time slots offered please refer to the Downe Village Website.

Smoking, drinking and congregating - There are no designated smoking areas inside or outside the hall. Please do not congregate, smoke or drink in the area in front of the hall or at the rear of the hall - in the areas accessed by the fire exits.

Conditions above are aimed at the need to be considerate to neighbours.

At the end of your booking – CHECK LIST – Remember to bring bags for rubbish

- Cleared, and taken away all rubbish ?
- Wiped down and stacked away all tables and chairs ?
- Kitchen power – left built-in fridge on, turned fan heater off, left oven wall switch on ?
- Cleaned the kitchen ?
- Removed items from fridges and turned off large fridge/freezer ?
- Ensured the toilets are in a respectable state (and bins emptied) ?
- Swept the hall floor ?
- Switched off all the lights (rear hallway, hallway, kitchen, stage, main hall)
- Locked all external doors and closed internal doors ?
- Made a note of any damage ?
- Arranged for return of keys ?

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Injury to a person; damage to hall property or items not working - Please advise the Booking Secretary (or any other Trustee if present), of any injury to a person or 'near miss'; damage to hall property or items not working, as soon as practicable, which has occurred during your period of Hire.

An Incident Log Book - is located in the kitchen next to the first aid kit, for notifying Trustees of incidents.

COVID-19 safety precautions - The Hirer is responsible for their own COVID-19 safety precautions and procedures.

Thank you for booking Downe Village Hall. We welcome your feedback.

The Booking Secretary, email: villagehall@downe-kent.org.uk