

Downe Village Hall

24 High Street, Downe BR6 7UT

Registered charity 272612

Conditions of Hire

1. 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 land of the front paved area and the back yard) which will be given/sent to you by the Booking Secretary when you enquire that you wish to make a booking. 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.**

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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 licences (TENS) : Temporary Event Notices, that the Hall can have each year.

8. WiFi

The Hall has WiFi available. The passcode is on the wall by the HIVE heating control

9. Emergencies

Emergency exits: 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

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

999 Calls: You will need the post code of The Hall - **BR6 7UT**

10. 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.

11. Hall speakers

Do not place cables or decorations around the hall speakers, or move them

12. Children

You, as the Hirer, are responsible for ensuring that children are always supervised by an adult within The Hall

13. Kitchen

ZIP water boiler if needed, turn on only from the wall switch. Allow 10 minutes to heat. Turn off when finished. There is no need to touch the controls on the front of the ZIP. **Instructions for the ZIP and the oven are kept in the drawer to the right of the oven.**

Fan heater 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. Check the unit is also switched ON

Small Fridge This is always kept ON. The switch is also above the work top

Large Fridge Freezer In the corridor. You will need to switch this ON and then OFF

Rubbish You must take away all rubbish at the end of your booking

Tea towels You need to bring your own

14. Tables, chairs & piano

Clean Tables and chairs with a damp cloth if food or drink has been spilt on them

Store **Chairs** – stack 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

Tables – small folding ones are kept on the trolley in the corridor; large folding ones in the corridor behind the stage; **the two rigid small tables should be on the stage**

Piano Do not move

15. Heating

Radiators Please do not alter or cover the thermostatic valves

Programmer The HIVE controller is on the wall to the left of the stage. Instructions are below the unit.

Lights

Emergency lights: are operated from two rocker 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. (A FISH KEY is not to be used).

Rear corridor & toilet lights: are operated from the triple rocker switches to the left of the single rear Emergency Exit door.

Hall lights: These are operated from rotating switches and rocker switches in the lobby next to the front door

Outside front light & Lobby Light: This switch is also in the lobby and operated with the lower switch. There is a circular push button switch which provides a few minutes of the outside light whilst you leave the building.

Stage lights: These are operated by switches adjacent to the door to the corridor, at the stage end of the Hall.

16. 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: 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.

17. Noise

Music and dancing must cease by 11.30pm Fridays & Saturdays, 10.30pm Sundays – Thursdays. Please be mindful of neighbours when playing music. If a complaint is made about excessive noise coming from The Hall, the authorities could visit and you might have to close your event. The Hall must be vacated by **midnight** Fridays & Saturdays; 11pm on Sundays-Thursdays

18. Smoking, drinking and congregating

There are no designated smoking areas 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. (see Condition 7)

Conditions 17 and 18 are aimed at the need to be considerate to neighbours.

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

Lights: turned off – including the emergency lights from the switches in the entrance to the kitchen AND the switches outside the rear kitchen door in the corridor. Also the three rocker switches (toilets & corridor).

External Doors: all closed

Hall and Kitchen Doors: close all doors – they help retain heat in the Main Hall.

Kitchen power: fan heater & ZIP water boiler turned 'OFF' but keep oven 'ON'(wall).

Fridges: removed items from both fridges and turned 'OFF' the large fridge freezer.

Key to Front Door: returned as arranged with the Booking Secretary.

Tables & chairs: returned to storage place

Rubbish: removed from all bins in The Hall premises and taken away

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, for notifying Trustees of incidents.**

20. 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, tel: 07902 516673