

# Shipbourne Village Hall, The Green, Shipbourne, Kent TN11 9PL

## Terms & Conditions of Hire

Registered Charity No. 1074519

1. For safety reasons, there is to be a maximum of 50 adults in the hall.
2. Hirers must be over 18 years of age. Evening parties for those aged between 12 and 22 years are not permitted.
3. The minimum hire period is 4 hours and the current hire charge is £12.50 per hour, paid in advance on invoice with confirmation of hire. Setting up and clearing away must be within the hire period.
4. Cost of fixed heating is included. There is an additional charge for bouncy castles to cover electricity.
5. Alcohol may not be sold or purchased on the premises.
6. There is no smoking policy in the hall and garden and neither indoor or outdoor fireworks nor barbeques are permitted. Please do not interfere with the fire alarm system or control panel as it will invalidate the insurance.
7. A large grey fabric pinboard is available for hirers to display any images but elsewhere please do not use other materials (pins, sellotape or blu-tack) that will mark walls. No 'glitter' please inside or outdoors as it involves extreme cleaning.
8. Curtains should only be drawn using the pull cords.
9. Unfortunately, pets are not allowed in the hall or garden (guide dogs excepted).
10. Music must not be amplified nor played outside the hall and should not be played at such a level as to cause nuisance to neighbours. Keeping doors shut helps contain the sound. Music cannot be played after 10.30pm. Music for children's party games held in the garden may be played if it is not amplified but kept to a low level.
11. The hall must be vacated by 11pm and hirers and their guests are asked to please keep noise to a minimum on leaving to respect sleeping residents.
12. The hall and appliances will be clean and tidy at the start of your booking and should be in the same condition at the end of the booking. Dishwasher and urns are not to be used unless with prior permission. Please stack chairs neatly, if used. Turn off lighting and oven on vacating the hall.
13. Please take your rubbish home with you or put bagged rubbish in the black dustbin outside.
14. If a keyholder please ensure all windows and doors are securely locked at the end of the hire period and the key returned.
15. All users are responsible for the cost of any breakages or damage to the property. Please advise the booking team so that items can be replaced or repaired before the next user arrives. Tea towels in the kitchen are not provided.
16. A deposit of £25.00 - against loss of keys, any damage or breakage, any extreme cleaning required or if there is an overrun of the hire period - is taken at the time of booking or the commencement of the hire and is fully refundable if none of the aforementioned apply.
17. All activities undertaken in the hall or garden are solely the responsibility of the hirer. Shipbourne Parish Council and the Village Hall Management Committee accept no liability for any injury, accident or damage caused by any such activities. When preparing food hirers are responsible for their own food hygiene and users must take all necessary steps to safeguard their personal property. No liability to users is accepted in respect of damage to, or loss of, such property.
  - Safety locks are fitted to both external doors which enable exit in case of FIRE from the inside even if the doors are locked.
  - The approach path to the hall is a Right of Way and cars may only park on it whilst unloading. Drivers may also drop off severely disabled users. At all other times it should remain clear to ensure emergency vehicle access.

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## If you change or cancel your booking:

- Please contact the Village Hall Booking Team on [shipbourne.villagehall@gmail.com](mailto:shipbourne.villagehall@gmail.com) giving details of your cancellation. If this is received more than four weeks, 28 days, before the booking you will be entitled to a full refund of the monies you have paid less any bank/cheque costs we are charged.
- If the cancellation is received less than two weeks, 14 days, before the date of the booking you will be entitled to a refund of 50% of the monies paid less charges as above.
- For cancellation after that there is no refund. You may wish to take out Cancellation Protection Insurance.

## If we cancel your booking:

- In the highly unlikely event that the Village Hall Trustees have to cancel your booking any money you have paid will be refunded in full. The Trustees shall not be liable for any such cancellations due to events beyond their control (*force majeure*).

## KEYS

Collection and return of keys will be advised. We have agreed with our insurers a realistic security requirement from all to whom are handed keys for the Village Hall. Each person/organisation handed a key is:

- responsible for its safekeeping
- not permitted to take copies
- responsible for ensuring that the Hall and kitchen are secure, windows shut and doors locked on departure.

The deposit of £25.00 may be paid in cash on commencement of the hire or a separate cheque issued when booking which will be held until the keys are returned.

## I declare that this booking is made in accordance with the Terms & Conditions of Hire:

Print name.....

Date & Time of booking .....

Address .....

Tel: .....mob.....email:.....

Type of event and number of guests.....

Amount enclosed/paid direct.....

Title & signature.....date.....

N.B. If it is not possible to send and sign this form, hirer's booking and payment means the Terms & Conditions of Hire above are deemed as accepted and agreed.