

Hever Village Hall

Hever Road, Hever, Kent, TN8 7NH

www.hever.org/hever-village-hall

Registered Charity No. 302763



Conditions of Hire

Hever Village Hall and its curtilage (the premises) is subject to the following terms and conditions of hire: -

1. Supervision, responsibility and use of premises during the period of hire

The hirer accepts responsibility for ensuring all the conditions under this agreement are met.

The hirer is responsible for supervision of the premises, its fabric and contents, and the behaviour of everyone using the premises, including proper supervision of car parking arrangements to avoid obstruction of the road.

The hirer shall not use the premises for any unlawful or unsuitable purpose or behave in an unlawful way.

The Village Hall does not have a licence for 'licensable events' (including the **sale of alcohol** and the provision of regulated entertainment). Where hirers wish to hold a licensable activity on the premises, a **Temporary Event Notice (TEN)** must be given to Sevenoaks District Council, which will supply the appropriate forms. The hirer shall also obtain the consent of the Booking Secretary before giving a TEN because there is a limit on the number of TENS which can be authorised annually for any premises.

2. Insurance and indemnity

The hirer shall be liable for:

- i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its contents;
- ii) All claims, losses, damages and costs made against or incurred by the Village Hall trustees and management committee in respect of damage or loss of property or injury to people arising as a result of the use of the premises (including the storage of equipment) by the hirer;

The Village Hall is insured against any claims arising out of its own negligence.

3 Public safety

The hirer shall comply with all laws, conditions and regulations made in respect of the premises, particularly in connection with any event which constitutes 'regulated entertainment', at which alcohol is sold or provided or which is attended by children or vulnerable adults.

The hirer shall ensure all fire escape routes are free of obstruction and can be safely used for instant exit. Fire extinguishers and a fire blanket are located in the kitchen.

The hirer shall ensure that highly flammable substances are not brought onto or used in any part of the premises. No decorations are to be put up near light fittings or heaters.

The hirer shall ensure that any electrical appliances brought onto the premises shall be safe, and in good working order.

Smoking is prohibited inside the Village Hall.

The use of playground equipment (including inflatables, e.g. bouncy castles) is not allowed inside the Village Hall. The Village Hall, its trustees and management committee are **NOT LIABLE** for use of such equipment in the grounds. Hirers can be held responsible for any accident involving the use of playground equipment and are advised to obtain appropriate insurance.

Chairman

Gerry Ryan
Sandfield Cottage
Hever
TN8 7ER
01732 864 168
Gerryryan.hever@gmail.com

Vice Chair

Lisa Cowell
Chippens Bank Cottage
Hever
TN8 7ES
01732 672 967
Lisajayne56@hotmail.com

Secretary

Mandy Yarnold
Peartree Cottage
Stick Hill
Edenbridge
TN8 7NL
01342 850 028
Mandy.yarnold@gmail.com

Treasurer and Booking

Secretary
Jan Ryan
Sandfield Cottage
Hever
TN8 7ER
01732 864 168
Jan.ryan@gmail.com

5 Accidents and damage

The hirer shall report all accidents involving injury to the public to the Booking Secretary as soon as possible. The First Aid kit is located on the wall in the kitchen.

The hirer shall report any faults or damage to equipment or the premises during the hire period to the Booking Secretary as soon as possible.

6 Health and hygiene

The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

7 Equipment

Any failure, loss or damage of equipment belonging to the Village Hall must be reported to the Booking Secretary as soon as possible. The Village Hall, its trustees and management committee accepts no responsibility for any hirer's stored equipment or other property brought on to or left at the premises, and all liability for the loss or damage is excluded. All equipment and other property of the hirer (other than stored equipment) should be removed at the end of each hire, unless otherwise agreed with the Booking Secretary.

8 Respecting our neighbours

The hirer shall respect the neighbours of the Village Hall and avoid any disturbances to them, including ensuring that minimum noise is made on arrival and departure, particularly late at night and early in the morning.

9 During and at the end of hire

The hirer is responsible for:

- Ensuring no items are fixed to the walls permanently or temporarily using staples, adhesive, adhesive tape, Blu tack, White tac, self-adhesive pads, or other similar items;
- Ensuring no disposable items (wipes, nappies etc) are flushed down the toilets. We are on cesspit drainage and such items easily block the pipes;
- Leaving the premises and surrounding area in a clean and tidy condition, including stacking the chairs on the trolleys provided and ensuring the curtains are drawn open;
- **Taking all rubbish with you** (the Council does not collect from Village Halls);
- Turning off all electrical appliances, including the cooker, wall and water heaters and leaving the fridge door open. Please do not turn off the two humane rodent deterrent appliances;
- Turning off all lights (there are instructions in the porch regarding the operation of the time delay on the outside lights);
- Leaving the inside porch door and kitchen door open to aid air circulation; and
- Leaving the premises and windows properly locked and secured.

After locking up, please return the key to the Booking Secretary within 24 hours of the end of the hire period, or as otherwise agreed.

Invoices for the hire of the Village Hall are to be paid within one month of the date of the invoice, unless otherwise agreed.

Thank you for hiring Hever Village Hall, if you have any problems or comments, please inform the Booking Secretary.