

# WEST KINGSDOWN VILLAGE HALL

## CONDITIONS OF HIRE

*Registered Charity No. 302776*

*The West Kingsdown Village Hall aims to accommodate the general needs of users and to facilitate the full use of the amenities available. The Management Committee is responsible for the day to day running of the hall.*

1. It is **ILLEGAL** to smoke anywhere on the premises.
2. The hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same, or any insurance policies in respect of thereof.
3. The hirer shall comply with all conditions and regulations made in respect of the premises.
4. It is a condition of the hire that the premises (including the foyer and toilets) and grounds are left in a clean and tidy condition, properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions should be properly replaced. **All rubbish should be removed from the premises by the Hirer.** The Committee reserve the right to make an additional charge should these conditions not be adhered to.
5. No chairs or tables to be taken outside the hall.
6. If there is any structural damage caused to the premises (broken toilets, damaged chairs or tables, loss of keys etc) the Management Committee reserve the right to invoice the hirer for subsequent repairs should the returnable deposit be insufficient to cover such costs.
7. **All means of exit in the premises must be kept free from obstruction and immediately available for instant free public egress. All Fire Door Shutters to remain open until the last person on site, who should shut them when sure all other persons have left the premises. In case of fire : do not attempt to fight fire. You must vacate, assemble in the car park and telephone the Fire Brigade.**
8. Music must cease and bar close at 23.30pm and the hall vacated by 12.30am or earlier. Additional clear-up time by arrangement.
9. Bookings for children's parties are restricted to children of 11 years and under and the party must be supervised by the hirer and other responsible adults, 4 being the minimum.
10. The Hall Management regret we cannot accept bookings for parties for young people between 12-25 years.
11. Only rooms booked and paid for may be used.
12. Time needed for setting and clearing up an event must be paid for and should be included in the hire period requested.
13. The provision and sale of alcohol in the Village Hall to be provided by arrangement with the Gamecock Public House by the hirer, 28 days before the event giving time to arrange the temporary licence.  
Hall capacity: Hall One, 280 people / Hall Two, 220 people.
14. If you are providing entertainment for an event, ie disco/band and selling tickets, you must have a temporary events notice, issued by Sevenoaks District Council, 21 days notice will be needed.
15. Any decorations used must be non-flammable.  
**Sellotape, blu-tack or other adhesive tapes must not be used on any surface. No helium balloons permitted.**
16. Black sole sports shoes are banned, hirer to inform users.
17. Hirers portable electrical equipment must have current Portable Applicant Testing (PAT).
18. **Hirer to ensure all inner doors are fastened in closed position before security shutters are dropped.**

**Contact Details: Pat Bosley : 01474 852924 / 07960 261599 : [patbosley@btinternet.com](mailto:patbosley@btinternet.com)**

Signed.....  
(I agree and accept the above terms)

Date:.....