

# Bearsted & Thurnham Memorial Hall



*"Bearsted's largest village hall"*

*(Established 1937, Registered Charity No. 302679)*

MANOR RISE ~ BEARSTED ~ MAIDSTONE ~ KENT ~ ME14 4DB



## Conditions of hire – One-off Hirers

### Terms of Payment

1. Applications for hire of the hall must be made to the Booking Secretary. **All applications must include payment for both the key deposit (via Cheque or Cash, see paragraph 4) AND full payment for the cost of hiring (via BACS or Cash).** Please note the different payment options for the key deposit versus the cost of hiring. **Important:** Your booking will not be confirmed until both payments are made in full. Failure to provide payment at least 4 weeks prior to use (or by the payment date on the booking form if the event is less than four weeks from booking) will result in your booking being cancelled without notice.

### General duty of hirers

2. The Hirer must be aged over 21 and must be present on the premises throughout the event. The Hirer must acquaint themselves with the Conditions of Hire and ensure that they are adhered to by all those attending the hall on the hiring date.
3. Representatives of Bearsted & Thurnham King George V Memorial Hall Council of Management take no accountability for the Hirers adherence to specific Rules and Regulations that may apply to the governance of their specific activities within the Hall Premises.

### Deposits

4. A key deposit of **£100** is required to obtain a key to the hall. The deposit will be returned following the hiring period subject to the following: the Council of Management reserve the right to retain all, or part of, the deposit in the event that (i) the key is not returned in a timely manner (see paragraph 16) and/or (ii) where additional costs are incurred as a result of the hiring period (see paragraph 17).
5. Where a deposit is paid in Cash, it is the Hirer's responsibility to arrange a mutually agreed time with the Booking Secretary for collection within 6 months of hire date. Failing to do this means the money will be retained by the Hall.

### Cancellation policy

6. The hiring charge will not be refunded if the booking is cancelled less than two weeks before the hiring date.

### Elections

7. The Council of Management reserves the right to cancel a hiring in the event of the Memorial Hall being required for use as a Polling Station for Parliamentary or Local Government Elections or Bye Elections. In such case the hirer will be entitled to a full refund of any booking charge already paid.

### Access

8. Access to the hall is obtained via the door to the kitchen (marked D on the "Layout of the Ground Floor") see attachment.
9. The Hirer will only use the building on the date(s) and time of the hire and for the agreed purpose. The Hirer will not occupy the building outside of the agreed start or end time of the hire booking.

### Condition of the hall

10. The Council of Management reserves the right to refuse any application without giving any reason and providing no course of redress.
11. During the period of hiring, the hirer is responsible for the supervision of the premises, the fabric and contents, the surrounding grounds, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity.
12. The Hirer must provide proper supervision of the car parking arrangements to avoid any obstruction to access or egress; and ensure free access to all entrances in order to allow access to emergency vehicles should this be necessary.
13. The Hirer should ask those attending their function to respect the NO PARKING signs around the hall and to park considerately in the neighbourhood of the hall. There is a car park at the end of the path that runs alongside the North boundary of the hall grounds. Access to this by car is via Church Lane. It is beyond the church on the right. Parking in Manor Rise is not permitted, as this is a Private Road.

14. The Hirer must not use the premises for any unlawful purposes, nor in any unlawful way, nor bring onto the premises anything which may endanger the premises.
15. The Hirer must leave the hall and its surroundings in a clean and tidy condition, free of all paper, plastic, bottles, glasses or other waste generated during the course of the booking. A small waste bin is located in the kitchen. Larger items of waste should be placed in plastic bags and disposed of in the waste bin outside. A brush and dust pan is available in the kitchen and brooms and a vacuum cleaner are available in the room adjacent to the kitchen where the chairs are stored.
16. The premises must be left locked and secured and the key returned to the Bookings Secretary within 24 hours of the event ending (see paragraph 4). Under no circumstances is the key to be returned by post.
17. The Council of Management also reserve the right to charge the hirer the full cost of rectifying any damage incurred to any part of the hall, its contents or equipment during the course of the hiring.
18. The Hirer shall, by acceptance of these Conditions of Hire, indemnify the Council of Management against any expense, liability, loss, claim or proceedings whatsoever in respect of:
  - a) personal injury;
  - b) damage to any property, real or personal.in so far as such arises out of or in the course of the use by the hirer of the premises, including the curtilage thereof.

### **Decorations**

19. The Hirer may put up decorations on the two large notice boards in the main hall. Decorations should not be attached to the walls or suspended from the ceilings anywhere in the hall.

### **Children**

20. The Hirer shall ensure that any activities for children comply with the provisions of the Children's Act of 2004 and that only fit and proper persons have access to the children.
21. The doors to the Kitchen and Servery have on them 'Adults Only' signs. Hirers who allow children into the kitchen must take full responsibility of them.

### **Wi-Fi**

22. There is free WiFi in the hall with password access. Terms and Conditions can be found on the notice board to the right of the lobby, on entering via the main doors. The WiFi password is **hammond336**. The WiFi Password is changed on a regular basis. It is advised that children are not given the code.

### **Animals**

23. The Hirer shall ensure that no animals (including birds) are brought onto the premises. The only exception to this rule is assistance dogs. No animals whatsoever are to enter the kitchen at any time.

### **Alcohol**

24. **The hall is not licensed for the sale of alcohol, but it can be consumed on the premises.**

### **Health and safety**

25. There is a **Defibrillator** if needed in the red box next to the phone, outside the Whitehead Room. The **First Aid Box** is in the marked wall cupboard in the servery.
26. Please use chair trolley to transport chairs for health and safety reasons and to prevent damaging the floor surface.
27. If preparing or serving food the hirer shall observe all relevant food, health and hygiene legislation and regulations.

### **Heating**

28. Please read instructions (next to the hall thermostat) to change the temperature of the hall, and please return the dial to where you found it when you arrived.

### **Numbers**

29. The number of people attending events in the hall shall be restricted to the following maxima:

Main Hall	140
Hampson Room	60
Whitehead Room	20

### **Finishing times**

30. All areas of the hall **MUST** be vacated by the following times:

Monday – Friday	22:30 hours
Saturday	23:00 hours
Sunday	22:30 hours

## **Noise**

31. The Memorial Hall is surrounded by residential property and hirers must respect the residents' rights not to be disturbed by loud music or other excessive or unreasonable noise or behaviour.

## **Dangerous and flammable substances**

32. No dangerous or highly flammable substances shall be brought into, stored or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Bookings Secretary.

## **Equipment and Electrical Appliances**

33. The kitchen contains sufficient apparatus to heat and reheat produce (only), including a hob, microwave and oven. For fire safety reasons, hirers (and their guests) are prohibited from bringing in any additional cooking / baking equipment for use within the kitchen.
34. Notwithstanding paragraph 33, any other equipment brought into the hall by a hirer is the responsibility of that hirer. The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner. The trustees accept no responsibility for any equipment brought into the hall by a hirer. All equipment brought into the hall must be removed at the time of vacating the building.

## **Accidents and dangerous occurrences**

35. The Hirer must report all accidents involving injury to the public to the Booking Secretary as soon as possible. An Accident Book must be filled in. This can be found, along with the First Aid Box, in the marked wall cupboard in the servery.

## **Sub-letting**

36. Under no circumstances may the hall be sub-let to any other user.

## **Advertisements and notices**

37. Only those advertisements and notices approved by the Booking Secretary may be placed on the notice boards around the hall. The Hirer shall not put up or allow to be put up - without prior approval - any form of advertisement or notice for any event taking place at the hall. The management reserve the right to remove such advertisements and notices without warning.

## **Security**

38. The Hirer MUST ensure all windows are shut before leaving the building.
39. The Hirer MUST ensure all lights are turned off before leaving the Hall. If the Hirer is the last person or member of a group to leave the hall they should check to ensure all lights – including those on the stage – are turned off.
- NB: The lights in the toilets are activated by movement detectors. They will go off automatically after about 15 minutes.
40. The Hirer MUST ensure the main entrance doors in the entrance hall are locked shut before leaving the building as must the kitchen door. Please also check that all internal fire doors and exits are shut.
41. Having ensured that the lights are switched off and the main doors locked shut, the Hirer should exit via the kitchen door. The external light above the door can be activated by pressing the large button to the left of the door frame. The light will remain on for several minutes after it is activated and then switch off automatically. The door will lock automatically as it is pulled shut.

## **CCTV**

42. Please be aware that CCTV is in operation 24 hours a day, 7 days a week, internally and externally. Any queries, please speak to the Chairman.

## **Checklist**

43. When confirming the booking the Booking Secretary will provide the Hirer with a checklist. This should be completed by the hirer before leaving the hall and returned to Carol Phillips at the same time as the key. This checklist constitutes a binding undertaking that all the checks listed have been carried out. If it should be found that these checks have not been done and the hall suffers damage as a result, the hirer will be held responsible.
44. The Council of Management also reserves the right to charge the Hirer the full cost of rectifying any damage done, as a result of any failure by the Hirer to secure the hall when they vacate the premises.

**Carol Phillips**  
**Bookings Secretary**

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**Chairman**

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