

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 enclosing a Cheque or Cash for the deposit and either paying by BACS or Cheque, for the full cost of the hiring at least 4 weeks prior to use. Where a hiring is made less than four weeks before the event, the payment must be made prior to the booking by the payment date on the booking form.

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 Regulation that may apply to the governance of their specific activities within the Hall Premises.

Deposits

4. A deposit of £100 is required for all hall bookings. This deposit is held as security against any breach of the Conditions of Hire, including but not limited to failure to return the key, failure to leave the hall in a clean and tidy condition (see Condition 15), or any damage to the hall, its contents, or equipment (see Condition 17). The deposit may be retained in full or in part to cover any additional costs incurred as a result of such breaches.
5. Where no such issues arise, the deposit will be refunded in full upon the return of the key. If the deposit was paid by cheque, it will be shredded unless the hirer provides alternative instructions (see Condition 16). Under no circumstances should the key be returned by post. Where the deposit is paid in cash, it is the hirer's responsibility to arrange a mutually agreed time with the Booking Secretary for collection of the deposit within six months of the date of hire. If the hirer fails to do so within this time frame, the deposit 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 as long as they are not attached to a painted surface or anywhere else which could damage the fabric of the building.

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 can be found in the Foyer. 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 guide or assistance dogs. No animals whatsoever are to enter the kitchen at any time.

Smoking

24. The hall has a Non-smoking policy. We would ask you and those under your control, to comply with this policy and adhere to the No Smoking signs posted throughout the Hall.

Alcohol

25. **The hall is NOT licensed for the sale of alcohol and the sale of alcohol on the premises will not be allowed under any circumstances.**

Health and safety

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

Heating

29. 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

30. 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

31. 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

32. 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

33. 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

34. Any 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 and other items 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 must 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.

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