

PEMBURY VILLAGE HALL MANAGEMENT COMMITTEE

Rules & Regulations for hire of the Village Hall:

1] General Conditions

1.1 - Fire regulations require that all exits must be kept clear of any obstructions whenever the Hall is in use. No smoking is allowed within the building.

1.2 - The Hirer shall be responsible for obtaining any licenses needed for the consumption of alcoholic liquor and for the observance of the licenses, also all other regulations relating to the premises stipulated by the Fire Authority, Local Authority, Local Magistrates Court or otherwise.

1.3 - The Hirer shall make their own arrangements for insurance in respect of any claims which might be made for personal injury or damage incurred during the period of hire. [The Management Committee's Insurance only covers its own liabilities.]

1.4 - The premises shall not be used for any purpose other than that for which permission has been granted.

1.5 - The Hirer is deemed to be personally responsible for the behaviour of anyone attending their event; they must not sub-let or transfer the booking to any other person.

1.6 - The Management Committee reserves the right to cancel the hiring if the Hall is required for use in an emergency, elections, or any such other business, in which case the Hirer shall be entitled to a full refund of the deposit paid.

1.7 - In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired [by accidental damage or act of God sustained previously] the Management Committee shall not be liable to the Hirer for any resulting loss or damage.

1.8 - The Management Committee's decision regarding the interpretation and application of these Rules & Regulations shall be final and conclusive.

2] Fees & Charges

2.1 - All fees including deposits must be paid by the Hirer in advance, prior to the Hall keys or key code being issued to them. Additional hire fees will be incurred and deducted from the Hirer's deposit at the normal hourly rates if the event starts early or continues beyond the agreed finishing time.

2.2 – Deposits shall be determined by the Booking Manager with due regard to the risks associated with the event for which the Hall has been hired. Deposits will normally be refunded in full provided that there has not been any breach of these Rules & Regulations. Such breaches include [but are not limited to] leaving the Hall in an unsatisfactory condition at the end of the period of hire, rubbish left inside or outside the Hall and excessive noise, anti-social behaviour or disturbance caused to neighbours.

2.3 - In the event of a breach of these Rules & Regulations an appropriate and non-negotiable sum will be deducted from the Hirer's deposit. If the breach cannot be remedied [e.g. excessive noise, anti-social behaviour or disturbance caused to neighbours] the Booking Manager may withhold part or all of the deposit. If the breach can be remedied then the Booking Manager will deduct the cost of the remedy from the Hirer's deposit and if the

cost of the remedy exceeds the amount of the deposit, the Hirer will be liable to pay the difference within seven [7] days of issue of a written demand for this sum.

2.4 – At least two weeks' notice must be given to the Booking Manager if a booking is no longer required; otherwise the full hire charge may still be applied.

2.5 – The schedule of Hire Charges may be revised at any time at the discretion of the Management Committee and the new charges will apply to Hall and Meeting Room hire with effect from the agreed implementation date.

3] During the Period of Hire

3.1 - The Hirer and anyone attending their event shall not cause any nuisance or annoyance to the occupiers of adjoining property or cause damage to such adjoining properties.

3.2 - During any event when amplified music is played, the volume must be maintained at a level which will not cause a nuisance to occupiers of adjoining property. For this reason the Hirer must ensure that the front doors and high level Velux windows of the building are not left open during events where amplified music is being played. This rule applies both to parties and to all types of dance classes.

3.3 – For Hirers holding parties in the Hall on Saturday nights the event must finish no later than 11.00 pm and the Hall must be vacated and locked up by 12.00 midnight. The Booking Manager will usually allow the Hirer to return on a Sunday morning to clear up after parties. No amplified music is to be played after 11.00 pm. Parties are only permitted in the Hall on Saturday nights for Hirers with a residential address within the parish of Pembury.

3.4 – For Hirers with a residential address in the parish of Pembury some 14th-21st birthday parties may be allowed at the discretion of the Booking Manager. However the Police will be notified in advance of such functions and may therefore be expected to attend at some point during the evening.

3.5 - The Hirer shall personally ensure that when people leave the Hall during or after a function they do so in a quiet and reasonable manner. Children should not be allowed to run around unaccompanied outside the Hall at any time.

4] After the Period of Hire

4.1 - At the end of any period of hire, the Hirer shall remove all their own equipment from the Hall. Any Hall crockery and cutlery used, shall be washed and replaced. The kitchen appliances and work surfaces shall be left clean. All tables shall be wiped down before being returned to their original places. Chairs shall be stacked at the back of the Hall or in the foyer as found. The Hall floors shall be swept and mopped as necessary and left in a clean and tidy condition. All rubbish and waste shall be taken away and disposed of by the Hirer.

4.2 - Any damage to equipment in the Hall must be reported to the Booking Manager as soon as possible after the incident and the cost of making good such damage will be deducted from the Hirer's deposit.

4.3 - The Management Committee accepts no responsibility for personal belongings including coats and clothing left in any part of the building. Any items left behind will be kept by the Booking Manager for 1 month, after which they will be thrown away.

4.4 - Before leaving the premises the Hirer must ensure that all the internal lights have been turned off, all external fire doors are securely shut and locked, and finally that the front door keys have been replaced in the external key box using the code.