

SHOREHAM VILLAGE HALL BOOKING TERMS AND CONDITIONS

Name of Hirer:						
On behalf of organisation/society (if applicable) :						
Contact Number :						
Email Address :						
Invoice Name and Address :						
Event Date :						
Sessions required : (please tick as applicable)	Morning 8am-12pm		Afternoon 12pm-5pm		Evening 5pm-11.30pm	
Time of hire required :	Start time		Start time		Start time	
	Finish time		Finish time		Finish time	
Cost :						
Payment Method, (Bank details are required to return deposit if payment is by bank transfer) :		Bank Sort Code :				
		Bank Account No :				
		Account Name :				

**If any of the contact details above change please notify us immediately.*

Payment details: Bookings/Deposits must be paid in full by BACS

Bank: Lloyds Bank, Sort Code: 30 97 49, Account No: 00277384, Please quote reference: Your surname followed by VH

Village Hall Prices	Hire charge	Breakages and/or cleaning deposit	Notes
Up to 10 bookings per year per session	£30	N/A	Sessions : 8am - 12pm, 12pm - 5pm, 5pm - 11.30pm
10 bookings and over per year per session	£27	N/A	Sessions : 8am - 12pm, 12pm - 5pm, 5pm - 11.30pm
Daytime Parties i.e. children's birthday	£50	£50	Deposit and payment with booking form. Deposit returned after event if applicable
Evening Dances/Parties i.e. tribute nights	£100	£150	Deposit and payment with booking form. Deposit returned after event if applicable
Weddings - Residents	£250	£150	Deposit and payment with booking form. Deposit returned after event if applicable
Weddings - Non Residents	£300	£150	Deposit and payment with booking form. Deposit returned after event if applicable
Elections	£450	N/A	

Upon payment of deposit/balance, the hirer hereby agrees to abide by the terms and conditions set out in this document.

Booking form must be returned to bookings@shorehamvillagehall.co.uk within 7 days of provisional booking alongside full payment of fee and deposit to secure booking.

CONDITIONS OF HIRE:

1. Bookings must be paid for by BACS in advance and Village Hall bookings are not confirmed until full payment is received. There may occasionally be special agreements made with the Village Hall Management Committee or the Committee's Representative.
2. The Hirer is financially liable for all breakages and any damage during the hiring period.
3. No booking can continue beyond 11.45pm. In particular, you must ensure minimal disturbance is caused to local residents when leaving the hall late at night.
4. If you intend to sell alcohol during the period of hire, by law you must apply for a TENS licence which is available from Sevenoaks District Council. Please notify the Bookings Officer of your intention.
5. It is the responsibility of the hirer to ensure that the capacity of the hall is not exceeded - failure to comply with this could result in police action.

MAIN HALL

General Use: 120

Seated for a meal: 90

6. The Hirer is responsible for reading the Fire Safety Policy and the Shoreham Village Hall Fire Emergency Plan (attached). Signing this booking form confirms you have read and understood both documents.
7. Preparation and clearance of the hall is the responsibility of the hirer.
 - **All chairs and tables must be returned and stacked in the respective storage areas.**
 - **All Fire Exits must be checked to ensure they are closed.**
 - **All areas must be checked to ensure lights are switched off.**
 - **All rubbish MUST be removed from the Village Hall, including the kitchen waste bin.**
 - **A charge of £10 per bag will be made for any rubbish not removed from the hall.**
 - **Water heater and dishwasher – please read the instructions before using them.**
 - **Brooms are available to left of the stage area.**
8. **DO NOT ADJUST THE HEATING – It has been set for your booking and will turn off automatically after you have finished. DO NOT adjust the thermostats as the heating will not come on for the next booking.**
9. Hirers may request a key, to be held for the period of hire, obtainable from the key safe outside the main doors of the village hall and should be returned immediately after the event. The arrangement is discretionary and the key code will be advised upon receipt of payment.
10. All accidents and breakages **MUST** be reported to bookings@shorehamvillagehall.co.uk as soon as possible. Accidents must be recorded in the Accident Book located on the window ledge in the kitchen immediately after the incident has been dealt with.
11. The Village Hall Management Committee's decision on all matters relating to the hire is final and shall be accepted along with these rules, as part of the Conditions of Hire.
12. Any valuables left in the hall are at the hirer's risk and not the responsibility of the Village Hall Management Committee.
13. A Sunday AM session will be charged for if any clear up is necessary after a Saturday booking, this is at the discretion of the Management Committee.
14. The hirer has a duty of care to everyone using the hall during the period of hire. The Village Hall Management Committee will not be held responsible for any loss, damage or injury caused through the negligent behaviour of the hirer or their guests/clients.

The Village Hall should be left as one would wish to find it. In case of emergency please contact: 07828 597540

Shoreham Village Hall Management Committee

Shoreham Village Hall Fire Emergency Plan

The aim of the plan is to ensure that in the event of fire everyone is sufficiently familiar with the action they should take to ensure that the Shoreham Village Hall can be safely evacuated.

Section 1: Premises Information

Site Name:	Shoreham Village Hall	
Address of the premises with respect to which this Fire Emergency Plan relates:	High Street, Shoreham Village, Kent TN14 7TB	
Occupier of the premises:	Shoreham Village Hall Committee Attn : bookings@shorehamvillagehall.co.uk 07828 597540	
The use or uses of the premises covered by the Fire Emergency Plan:	Events, meetings, activities and social gatherings	
Fire warning/suppression arrangements:	Is there an Alarm System fitted?	No
	Emergency lighting	Yes
	Fire suppression Sprinklers	No
	Fire extinguishers	Yes
The number of people likely to be present (staff, public etc) and their location:	Up to 120 members of the public are likely to be present throughout the building. A number of other third parties, building contractors (from time-to-time) are likely to be found in the building. A cleaner is here usually Monday, Wednesday and either Saturday or Sunday.	
Persons who are especially at risk:	Is there normally someone onsite who is especially at risk?	No
Ability of people present to escape without assistance:	Are the means of escape facilities provided within the building considered sufficient for all persons present to evacuate the premises within three minutes without assistance? Yes	
Presence of outside contractors, visitors, party and event equipment hire :	All contractors and visitors shall be briefed on the fire arrangement by their host. All portable appliances are required to be PAT tested.	
Specific arrangements, if necessary, for high fire risk areas of the building:	List areas of high fire risk Kitchen / Boiler room / Upstairs storage / Back room behind stage	

Section 2: Roles and Responsibilities

Nominated Fire Officer duties and roles:	<p>The site Fire Officer is the hirer of the hall or a designated member of the village hall committee</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> Ensuring fire emergency plan is maintained. Ensuring alarms are tested and records maintained. Ensuring records are maintained. Ensure fire wardens are appointed (if necessary) for larger events. Be responsible for co-ordination in the event of a fire and implementation of this emergency plan. Report fires and carry out an investigation. Conduct regular fire safety inspections of the building
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Section 3: Fire Procedure	
If you discover a fire or hear the alarm you must:	<p>Raise the alarm by dialling 999</p> <p>Assist any personnel who need help.</p> <p>Inform the Nominated Fire coordinator (hirer or the hall) so they proceed with fire evacuation</p> <p>Assist any personnel who need help</p> <p>Leave the premises by the nearest available exit, closing all doors behind you.</p> <p>Report to the assembly point at:</p> <p>The notice board on the pavement in front of the Village Hall</p> <p>Do not stop to collect personal belongings.</p> <p>Do not shout or run - this may cause panic.</p>
Your responsibilities:	<p>You must know how to find the escape routes provided.</p> <p>You must know how to operate the fire alarm.</p>
Section 4: Communications	
Procedures for liaising with the Fire Brigade:	<p>The Nominated Fire Officer (hirer or the hall) will be responsible for determining whether the fire brigade is required. If they are they should provide the following information:</p> <ol style="list-style-type: none"> 1. how many persons are still in the building, and if any, people with disabilities 2. No dangerous substances are stored in the building that are likely to become involved 3. There is an oil tank to the rear of the building 4. Where the seat of the fire is thought to be located 5. The best route to get to trapped persons or the seat of the fire; 6. The Village Hall is located in the high street of Shoreham Village almost opposite The Two Brewers public house
The following committee members should be contacted in the event of a fire	Once safe, please contact bookings@shorehamvillagehall.co.uk 07828 597540
Re-entering the building:	The Nominated Fire Officer (hirer or the hall) will be responsible for communicating the all clear when the Fire Brigade have undertaken their investigation
Section 5: Reporting and Investigation	
Reporting:	The Nominated Fire Officer (hirer or the hall) is responsible for reporting the fire to the Committee, please contact bookings@shorehamvillagehall.co.uk 07828 597540
Investigation:	The Nominated Fire Coordinator from the Committee is responsible for completing an investigation report which should be shared with Shoreham Village Hall Committee
Section 6: Fire Alarm Testing / Evacuation Practice	
Fire alarms shall be tested as follows:	The Nominated Fire Coordinator from the Committee will be responsible for testing the fire alarm on a monthly basis and maintaining a record of the tests a Log Book.
Section 7: Signature	
Signed	Shoreham Village Hall Committee 07828 597540
Date	10/03/2019