

SHOREHAM VILLAGE HALL BOOKING TERMS AND CONDITIONS

Shoreham Village Hall – Terms and Conditions of Hire for Non-Regular Users

1.	Booking fees and deposits must be paid by BACS in advance. Bookings are not confirmed until full payment is received.
2.	The hirer is financially liable for all breakages during the hiring period.
3.	No booking can continue beyond 11.45 pm. You must ensure minimal disturbance is caused to local residents when leaving at night.
4.	If you intend to sell alcohol during the hire period by law you must obtain a TENS Licence 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 could result in police action. The hall capacity is: General use: 120 Seated for a meal: 90
6.	The hirer is responsible for reading all the hall policies which are on the Village Hall's website. These can be downloaded from the link below: https://shorehamvillagehall.co.uk/hallbooking/ Payment of your fee is your confirmation that you accept the Terms and Conditions of hire including the Fire Safety arrangements.
7.	Preparation and clearance of the hall is the responsibility of the hirer. <ul style="list-style-type: none"> • All chairs and tables must be returned and stacked in their respective storage areas as per the instruction notices. • All Fire Exits must be checked to ensure they are closed. • All lights must be switched off. • Water heater and dishwasher – please read the instructions before using them. • Brooms are available to the left of the stage area.
8.	The heating has been set for your booking and will turn off automatically after you have finished. If you need to alter the thermostats on the radiators, it is your responsibility to return them to their original settings
9.	The cup hooks sited around the hall must be used for hanging decorations, banners, balloons etc. Any damage to the walls caused by using Sellotape, Blu-tack, staples etc. will result in the loss of deposit. See item 15.
10.	The key to the Village Hall is located in a key safe outside the main doors. Ensure it is returned immediately after your event and the tumblers are jumbled. You will be advised of the code prior to your event provided payment has been made.
11.	All accidents and emergencies must be reported to bookings@shorehamvillagehall.co.uk as soon as is practicable. Accidents must be recorded in the Accident Book located on the window ledge in the kitchen immediately after the incident has been dealt with.
12.	Any valuables left in the hall are at the hirer's risk and specifically not the responsibility of the Village Hall Management Committee.
13.	A Sunday AM session will be charged if any clear up is necessary after a Saturday booking.
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.
15.	All or part of the hirer's deposit may be retained if the event of any damage, disturbance, misuse of hall equipment or cancellation within two weeks of the booking date.
16.	The Village Hall Management Committee's decision on all matters relating to the hire of the hall is final.

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 : Amanda Summers Tel : 01959 523563	
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 Tel either Amanda Summers 01959 523563 or Neil Vickers 01959 525591</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
---	--

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	<p>Once safe, please contact either Amanda Summers 01959 523563 or Neil Vickers 01959 525591</p>
Re-entering the building:	<p>The Nominated Fire Officer (hirer or the hall) will be responsible for communicating the all clear when the Fire Brigade have undertaken their investigation</p>
Section 5: Reporting and Investigation	
Reporting:	<p>The Nominated Fire Officer (hirer or the hall) is responsible for reporting the fire to the Committee, please contact either Amanda Summers 01959 523563 or Neil Vickers 01959 525591</p>
Investigation:	<p>The Nominated Fire Coordinator from the Committee is responsible for completing an investigation report which should be shared with Shoreham Village Hall Committee</p>
Section 6: Fire Alarm Testing / Evacuation Practice	
Fire alarms shall be tested as follows:	<p>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.</p>
Section 7: Signature	
Signed	
Position	CHAIRPERSON
Date	06/06/2018
Date for review	06/06/2019