

SHOREHAM VILLAGE HALL BOOKING TERMS AND CONDITIONS

Shoreham Village Hall – Terms and Conditions of Hire

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. Maximum capacity is 120 persons for general use and 90 persons for a seated meal or sit-at-table function.
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.
 - 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 should read 'OFF' but be left on at the socket.
 - Brooms are available to the left of the stage area.
 - All food and drink must be removed from the fridge.
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 16.
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. The hirer must adequately assess and manage any risks associated with their activity. For 'business' hirers, a valid risk assessment must be carried out. Hirers are responsible for ensuring that all those using the hall are aware of the procedure should the fire alarm be activated.
12. 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.

13. Any valuables left in the hall are at the hirer's risk and specifically not the responsibility of the Village Hall Management Committee.
14. A Sunday AM session will be charged if any clear up is necessary after a Saturday booking.
15. 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.
16. All or part of the hirer's deposit may be retained in the event of any damage, disturbance, misuse of hall equipment or cancellation within two weeks of the booking date.
17. The Village Hall Management Committee's decision on all matters relating to the hire of the hall is final.