

SHOREHAM VILLAGE HALL

a charitable trust est. 1924, registered charity no 302840

Terms and Conditions of Hire

Issued: 10 December 2025

Review date: 15 December 2028

Failure to comply with the following Terms and Conditions may result in part or all of any deposit being withheld:

1. Booking fees and deposits must be paid by BACS in advance. Bookings are not confirmed until full payment is received. Payment of your fee is your confirmation that you accept the Terms and Conditions of hire including the Fire Safety arrangements.
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 stage and backstage areas are not to be used without prior agreement.
7. At the start of every event, an organiser is to announce to all present:
If the fire alarm sounds this is not a drill - leave the building quickly and calmly by the nearest Fire Exit. There are four fire exits:
 - the main doors through which you entered, and
 - two exits, one on each side of the stage*[for those backstage a 4th exit is in the corridor behind the stage.]*
If you detect a fire shout 'fire' and press a red alarm box button as you exit.
Ring 999 once safely outside. The address is 27 High Street, Shoreham, Kent TN14 7TB
8. Bookings at children's party rates are restricted to children of twelve years and under and the party must be supervised by the hirer or other responsible adults. Parties for young people from 13 years old to 19 years old are not permitted.
9. The hirer is responsible for reading all the hall policies which are on the Village Hall's website: <https://shorehamvillagehall.co.uk/hallbooking/>
10. 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.

*Postal address: 76A High Street
Shoreham nr Sevenoaks, Kent TN14 7TE*

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- Hot water heater screen in kitchen should read 'OFF', but 'on' at the socket.
- Brooms are available to the left of the stage area.
- All food and drink must be removed from the fridge.

11. 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.

12. 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 18.

13. 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.

14. 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.

15. 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.

16. Any valuables left in the hall are at the hirer's risk and specifically not the responsibility of the Village Hall Management Committee.

17. A Sunday AM session will be charged if any clear up is necessary after a Saturday booking.

18. 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 negligence of the hirer or their guests.

19. 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.

20. The Village Hall Management Committee's decision on all matters relating to the hire of the hall is final.

21. Property at the Hall will be kept for fourteen days, after which it will be disposed.

22. No smoking is permitted on the Hall premises. This includes the outside space.

23. No hirer may use the hall as a base of operations for political or religious purposes.

24. A booking may be refused if it is considered that a risk is posed to the fabric of the hall, other users or volunteers.

Signed on behalf of the Committee of Management:

10 December 2025

Peter Kasch, Chair