

# **SHADOXHURST PARISH COUNCIL**

## **BOOKING FORM FOR SHADOXHURST VILLAGE HALL OR SHADOXHURST PAVILION**

**TO BOOK CONTACT 01233 733994 – PLEASE NOTE UNANSWERED CALLS WILL BE  
RETURNED ONCE**

### **HOURLY RATES**

**SHADOXHURST VILLAGE HALL            £8.50 per hour**

**SHADOXHURST PAVILION                £7.50 per hour**

**CHARGE FOR USE OF RECORDED  
MUSIC FOR THE**

**PERFORMING RIGHTS SOCIETY        £3 Per Session**

**(Not payable for private family events, eg wedding receptions, birthday  
parties or similar events)**

**PLEASE NOTE TO USE THE COOKER YOU WILL NEED TO ENSURE  
THAT YOU HAVE ENOUGH £1 or £2 COINS FOR THE SLOT METER.**

### **DEPOSIT TO COVER ANY DAMAGE TO HALL OR PAVILION**

**SHADOXHURST VILLAGE HALL        £150.00**

**SHADOXHURST PAVILION                £50.00**

**PLEASE MAKE CHEQUES PAYABLE TO:-**

**SHADOXHURST PARISH COUNCIL**

**AND SEND TO:-**

**KEG BARN  
HORNASH LANE  
SHADOXHURST  
ASHFORD  
KENT  
TN26 1HX**

**WITH THE COMPLETED BOOKING FORM**

# SHADOXHURST PARISH COUNCIL

I/We make the application for the Hire of the Village Hall/Pavilion on..... in accordance with details given below and agree to abide by the letting rules set out below.

**Name and address of Applicant (Must be over 21), who hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence relating to the hire of the hall are met.**

.....

.....Landline Number..... Email .....

Name of Payee for Deposit Refund Cheque .....

**Please note: We can only refund deposits if the name of the payee is recorded here**

Organisation and Office held if applicable.....

Do you have Public Liability Insurance?..... Purpose of booking.....

Time from.....time to.....Total Hours.....

**Time booked should allow for setting up for and clearing up after the event**

Will private catering equipment be used?.....

Will live or recorded music be played? If yes please state which.....

Temporary Events Licence applied for? Yes.....No.....

If yes copy must be lodged with Parish Council 48 hours prior to date of hire.

**THE NUMBER OF PEOPLE ON THE PREMISES SHALL NOT EXCEED 100**

## CHARGES

The charges made cover the use of the Hall and Kitchen with heating to main hall, lighting and constant hot water to hand basins in cloakrooms. Free hot water by heater to sinks and hand basin in kitchen when switched on using switch under sink by hirer. The heating in main hall is provided by time clock and thermostat to 8 convactor heaters which are controlled by thermostat on the far wall under the clock. Please insert money in the slot meter in the kitchen if you wish to use the cooker or the overhead heaters.

The following deductions will be made from the deposit for:-

Extra cleaning	£10.00 per hour
Lights left on or heating not turned down	£1.00 per hour
Rubbish not removed from the <b>hall or car park</b> following event	£5.00 per bag
Damage/breakages will be charged at repair/replacement cost	
Damage due to the use of pins, tacks, blue or white tac or sellotape	Cost of cleaning/repair

**IT IS THE HIRERS RESPONSIBILITY TO MAKE SURE PAYMENT HAS BEEN RECEIVED AND THE BOOKING HAS BEEN CONFIRMED .**

## KEYS

**Please contact Mrs J Batt 01233 733994 2-3 days prior to your booking to arrange collection of the key. The key may be collected 5 minutes before the start of hire and must be returned within 10 minutes of completion of hire.**

I have read and agree to abide by the "Letting Rules" below have kept a copy for my reference. **The booking will not be accepted if the above form is not completed in full.**

Signed .....Date.....

# SHADOXHURST PARISH COUNCIL

## LETTING CONDITIONS

**The letting of the Village Hall/Pavilion is subject to the acceptance of these rules**

**The Hirer acknowledges the conditions of the Premises Licence a shown on Shadoxhurst Parish Council's website.**

**Hirers should inform the Parish Council if they are unable to access the website and a copy will be made available to them**

1. Cancellation of the booking by the Hirer less than four weeks before the event may render him/her liable to pay the booking fee in full.
2. If, after booking, the Parish Council considers that the function to be held is likely to prove in their opinion objectionable or undesirable, or it is otherwise necessary to do so with good reason, the Parish Council has the right to cancel the booking and refund any fees already paid. The Parish Council shall not be liable for any loss occurring as a result of their cancellation of the booking and no compensation will be paid.
3. The Parish Council has the right to refuse any application for the hire of the Hall and to refuse any person or persons admission without giving any reason for their action.
4. Members of the Parish Council have the right of entry to the Hall at all times. The Hirer shall give instructions to any persons acting on his/her behalf to allow members of the Parish Council free access to any part of the Hall.
5. Minors/Vulnerable Adults (children and Young Persons Act). The hirer will ensure that Minors/Vulnerable Adults are supervised by a sufficient number of responsible adults at all times within the Hall and are not allowed to wander out of the building unsupervised at any time.
6. Inflatables (i.e. Fun Castles etc.) are not allowed within the building.
7. Performances involving danger to the public shall not be given. Highly flammable substances shall not be brought into the premises.
8. The use of explosive material and indoor or outdoor fireworks is strictly forbidden within the Hall or curtilage of the Hall, as is the use of any naked flame.
9. No unauthorised heating/electrical appliances shall be used on the premises
10. The Hirer shall not interfere with nor adapt the structure of the building, its electrical or water services, or any equipment or fittings. He/she shall not put water or wax or any other substance on the floor without first obtaining the permission of the Parish Council.
11. No fittings or equipment shall be removed nor placed outside the building without the prior written permission of the Committee.
12. The Hirer will not use pins, blue or white tac, sellotape or similar to fix anything to walls or surfaces within the building.
13. No alcohol is to be sold on the premises without the Hirer first obtaining a Temporary Events Licence at their expense. A copy of the licence must be lodged with the Parish Council, 48 hours prior to hiring the Hall.
14. No equipment is to be used in the Hall or Car Park to broadcast live television.
15. The Hirer will be considerate of local residents in ensuring that all music and noise is kept to a level that will not be contrary to the Ashford Borough Councils Environmental guideline.
16. Hirers must turn music off at 23.00 hrs from Sunday to Thursday and 23.45 hrs on Friday and Saturday.
17. Hirers will ensure that guests leave the Hall in a quiet, orderly fashion, in consideration of the neighbours.
18. **The Hirer will be liable if certain costs are incurred during or after his/her period of hiring.**
19. **All rubbish will be removed by the Hirer from the Hall and Car Park at the end of his/her hiring period.**
20. **The Hall and Car Park will be left clean and tidy and will be inspected after keys have been returned and before the deposit is returned.**
21. Lost Property will be disposed of 7 days after the event.
22. The Hall and Car Park must be vacated by the end of the hiring period.
23. All items in the Hall are regularly inspected for health and safety purposes and anything considered to pose a risk to the health and safety of the Hirer will be removed.
24. Anyone wishing to take animals into the hall must first seek the permission of the Parish Council.

# SHADOXHURST PARISH COUNCIL

## PUBLIC SAFETY DURING PERIOD OF HIRE

The organiser of event must have the use of a mobile phone during the period of hire.

Fire Fighting Equipment must not be removed out of site during hire.

Fire Exits and Fire Exit Signs must be kept clear of obstruction and be visible at all times.

In the event of a fire, however small, the hall must be evacuated immediately, and the Kent Fire Brigade must be called by dialling 999. The Parish Council must be informed of the incident as soon as possible.

No responsibility is held by Parish Council for any clothing or property left in the Hall, Pavilion or Car Park.

At the end of the hire period please search for smouldering fires – turn off all electrical equipment – return the heating to the setting it was on at the start of the hire period – close all internal doors – secure all doors and windows – leave hall in a clean, tidy condition – remove all rubbish – return keys

PLEASE REPORT THE FOLLOWING IMMEDIATELY TO ONE OF THOSE LISTED BELOW:-

Rubbish left by the previous hirer as you will be charged for any rubbish found in the hall or car park at the end of your period of hire.

Any other problems encountered during your period of hire.

Mr K Carroll	01233 732784
Mr R Crowley	01233 733710
Mrs S Ellis	01233 733540
Mr D Ledger	01233 733540
Mrs C Procter	01233 732084
Mr M Richmond Coggan	01233 733997

Mrs J Batt	01233 733994
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**THANK YOU FOR YOUR CO-OPERATION**

**WE HOPE YOU ENJOY THE USE OF THE HALL**

**SHADOXHURST PARISH COUNCIL**