

SHADOXHURST PARISH COUNCIL

BOOKING FORM FOR SHADOXHURST VILLAGE HALL OR SHADOXHURST PAVILION

TO BOOK CONTACT shadoxhurstvhp@gmail.com

HOURLY RATES

SHADOXHURST VILLAGE HALL £8.50 per hour
THE NUMBER OF PEOPLE ON THE PREMISES SHALL NOT EXCEED 100

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

PAYMENT SHOULD BE MADE BY CHEQUE PAYABLE TO: -

SHADOXHURST PARISH COUNCIL

AND SENT TO: -

**Parish Clerk
34 Imperial Way
Ashford
Kent
TN23 5HB**

WITH THE COMPLETED BOOKING FORM

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IT IS THE HIRERS RESPONSIBILITY TO ENSURE PAYMENT HAS BEEN RECEIVED AND THE BOOKING HAS BEEN CONFIRMED.

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/guests are present and for ensuring that all conditions of the Premises Licence relating to the hire of the hall are met.

.....

.....**Email**.....

Landline No..... **Mobile No**

Name of Payee for Deposit Refund Cheque

Please note: We can only refund deposits if the name and address of the payee is recorded above

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

Is an outside company being hired to provide a disco/children's entertainment or similar? **YES/NO**
If so a copy of their Public Liability Insurance must be submitted with this form.

Copy attached **Yes** **No**

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.

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 convector 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 either building, car park or the field | £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 |

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KEYS

Once your booking has been confirmed, you will be sent the code to the key safe. The key will be available 5 minutes before the start 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.**

SignedDate.....

LETTING CONDITIONS FOR VILLAGE HALL AND PAVILION **The letting of the Village Hall/Pavilion is subject to the acceptance of these rules**

The Hirer acknowledges the conditions of the Premises Licence as 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

The Agreement to Hire constitutes permission only to use the premises and confers no Tenancy or other right of occupation on the Hirer.

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/Pavilion 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/Pavilion 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/Pavilion.
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 Hall and Car Park, Pavilion, and Car Park or on the Field.
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, or in the Pavilion or on the Field or Car Park, as is the use of any naked flame other than small candles on cakes for birthdays.

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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.
10. No fittings or equipment shall be removed nor placed outside either building without the prior written permission of the Parish Council.
12. The Hirer will not use pins, blue or white tac, Sellotape or similar to fix anything to walls or surfaces within either building.
13. No alcohol is to be sold at either venue 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/Pavilion.
14. No equipment is to be used in the Hall, Car Park or Pavilion, Car Park of Field 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/Pavilion 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 or Pavilion, Car Park and Field at the end of the hiring period.**
- 20. The Hall and Car Park or Pavilion, Car Park and Field 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 or Pavilion and Car Park must be vacated by the end of the hiring Period and the gate to the Pavilion Car Park must be locked.
23. All items in the Hall/Pavilion 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/Pavilion must first seek the permission of the Parish Council.
25. Any outside company hired by the hirer of the Hall/Pavilion eg disco/children's entertainer etc must have their own Public Liability and a copy must be submitted with the booking form.
26. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any Code of Practice used in connection with such sales. In particular, the Hirer shall ensure that

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the total prices of all goods and services are prominently displayed, as shall the organiser's name and address and any discounts offered are based only on Manufacturers' Recommended Retail Prices. (The Hirer will be expected to be aware of all liabilities stated in the above legislation).

27. Smoking is strictly prohibited in the Hall and Car Park, Pavilion and Car Park.
28. The hirer shall ensure that nothing is done in contravention of the laws relating to gaming, betting and lotteries.
29. If preparing, serving or selling food all relevant Food Health and Hygiene Legislation and Regulations must be adhered to.
30. The Parish Council accepts no responsibility for equipment brought onto or stored in the Hall and Outbuildings or the Pavilion and Outbuildings.
31. The Hirer shall ensure that all electrical appliances brought onto the premises and used there are safe, in good working order, and used in a safe manner. The Parish Council reserves the right to examine the required Certification issued in respect of the testing of any such electrical appliances or equipment.

VILLAGE HALL

32. The Fridge and Microwave are the property of Future Scholars who allow both to be used by hirers of the Hall, provided they are left as found.

PAVILION

33. There are no Cooking Facilities in the Pavilion.
The switch to turn the hot water on is above the door from the Car Park
The switch for the heaters is

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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 from the site

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, Car Parks or on the Field

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 left 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

Mr D Ledger 01233 733540

Mr M Richmond Coggan 01233 733997

Ms C Laming 07764 490899

NO LIABILITY WILL BE ACCEPTED BY THE PARISH COUNCIL IN RESPECT OF INJURY, LOSS OR DAMAGE TO PERSONS OR PROPERTY OF USERS OF THE HALL OR PAVILION FOR COMMERCIAL PURPOSES WHETHER DUE TO FAILURE IN HEATING AND/OR LIGHTING ARRANGEMENTS OR TO ANY OTHER CAUSE WHATSOEVER.

NOTWITHSTANDING THE ABOVE ANY PERSON HAVING A CLAIM TO MAKE AGAINST THE PARISH COUNCIL IN RELATION TO THE HIRING OF THE HALL OR PAVILION MUST MAKE SUCH A CLAIM IN WRITING WITHIN 3 DAYS OF THE OCCURANCE.

**THANK YOU FOR YOUR CO-OPERATION
WE HOPE YOU ENJOY THE USE OF THE HALL
SHADOXHURST PARISH COUNCIL**