

HUNTON PARISH HALL
Booking Secretary
Mrs Kathy Reid
The Old Bull House
East Street
Hunton
ME15 ORD
Tel: (01622) 820092
Email: info@huntonvillagehall.co.uk

Re: Booking Hunton Village Hall

Thank you for your recent enquiry regarding the booking of the Village Hall. Please find enclosed:

- A Booking Form for your completion
- The Rules and Terms and Conditions of Hire **(these should be read before signing the Booking Form)**
- General Information regarding the Hall

Please note that the Village Hall is a Registered Charity (Number 1003813) and all monies from hire fee's go into the maintenance of the Hall. Everybody involved in the Village Hall Committee and Bookings are Volunteers.

Let me know if you have any queries or alternatively check out our website www.huntonvillagehall.co.uk for details. Your booking is not confirmed until the completed Booking Form together with payment in full and the damage deposit cheque have been returned to me and I have emailed you confirmation.

On behalf of the Committee I thank you for your interest and look forward to hearing further from you.

Kind regards



Kathy Reid
Booking Secretary

HUNTON PARISH HALL BOOKING FORM

THIS AGREEMENT is made on the date (9) and is between Hunton Parish Hall Committee, hereinafter known as the COMMITTEE (6) and the HIRER named below (4) in consideration of the fees (5) agreed below.

The COMMITTEE agrees to permit the HIRER to use the Hall subject to the **Rules and Terms and Conditions of Hire** attached to this booking form for the purpose and periods set out below (1) & (2).

1. PURPOSE OF HIRING:

2. DATE(S) OF HIRE:

FROM:/...../..... **TIME:** -

TO:/...../..... **TIME:** -

4. HIRERS NAME:

The Premises User: Organisation / Authorised Representative or Name of Individual hirer:

Address:

.....

Telephone:

Mobile:

Email address:

5. HIRING FEE:

Hall £.....

Round Tables £.....

Crockery £.....

Cutlery £.....

Any other fee by agreement £.....

TOTAL £.....

(This amount can be paid by cheque or BACs - please ask for our bank details)

DAMAGE OR LOSS DEPOSIT: £150

(This is a separate cheque for **£150** payable to Hunton Parish Hall and **post-dated with the date of your event** and is retained in the event of hirer damage to the hall, loss of property, rubbish removal or additional cleaning costs – See Rules and Terms and Conditions of Hire Section).

The Deposit and full hire fee must be paid at the time of booking to enable the booking to be confirmed.

6. COMMITTEE: Hunton Parish Hall Committee

Booking Secretary:

Kathy Reid

Telephone: 01622 820092

Committee Chairperson:

Annette Trought

Telephone 01622 820448

7. The HIRER / PREMISES USER will respect the Hall and its contents and return the Hall back to the condition that they found it, following their hire period.

8. CANCELLATION FEE. A cancellation fee equivalent to the Hiring Fee (5) is payable if the booking is cancelled with less than 14 clear days notice being given to the Booking Secretary, unless the hall can be re-hired. If you have hired the hall for the whole weekend (3pm Friday – 3pm Sunday) then we require 6 weeks notice if you wish to cancel. If less than 6 weeks notice is given you will be charged in full unless we are able to re-hire the hall for that whole weekend.

THE HIRER agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's Rules and Terms and Conditions of Hire for the time being in force as attached (an understanding of which the Hirer acknowledges).

9. SIGNED:

Booking Secretary

.....

Hirer / Premises User

(Must be 18 years of age or older)

DATE OF SIGNING:

The completed form, payment and deposit must be returned to the Booking Secretary who will then confirm your booking by email.

HUNTON PARISH HALL GENERAL INFORMATION

Contact details:

Booking Secretary:

Mrs Kathy Reid
The Old Bull House, East Street
Hunton , ME15 0RD
Telephone: 01622 820092
Email: info@huntonvillagehall.co.uk



Hire Charges:

The Hall needs to be booked for the entire period that you wish to use it – this must include time to set-up and clean-up before and after your event.

If you are hiring the hall for a party on a Friday or Saturday night, then you will need to clean up afterwards unless you hire the hall for a couple of hours the following morning (hire charges start **from 8am**).

The present hire charges are:

Daily Rates up until midnight and bookings which are more than 6 hours:

Hunton Residents	£160
Non Hunton Residents	£225

Hourly rates (maximum 6 hours):

Hunton Residents	£14
Non Hunton Residents	£20

Weekend rate (from 3pm on Friday until 3pm on Sunday): £450 (Non-Hunton Residents)

Weekend rate (from 3pm on Friday until 3pm on Sunday): £320 (Hunton Residents)

Additional Equipment Hire:

Crockery	£10
Cutlery	£10
6' Round tables (x6)	£6 each

The Hall has a Premises Licence and a PRS Licence which cover the sale of alcohol within the hall and any live/recorded music played on the premises. All music must be turned off by 11:59pm

General Information:

- The hall size is 17metres (L) x 7 metres (W).
- For photos of how other people have decorated and used the hall please check out our Facebook page: <https://www.facebook.com/Hunton-Village-Hall-Kent-ME15-0RR> This will also give you names of companies that other people have used for their events.
- Please ensure that everyone you have helping you with your event is given a copy of this booking form so that they are aware of the terms & conditions.

Car Park:

The car park entrance and gate to the field must be kept clear so as not to obstruct emergency service vehicles and sports events. The car park is in constant use and is not for the sole use of the Village Hall occupants.

Cleaning:

Brooms can be found in the cupboard by the West Street Exit. The hall needs to be cleaned and cleared of all rubbish following your event. Rubbish should not be placed in any bins in or around the hall.

Damages / breakages:

Please report any damage or breakages to the Bookings Secretary as soon as possible, this includes any damage that you notice when entering the hall for your event.

Emergency Exits:

These are clearly signed and must be kept unlocked and kept free of obstructions at all times during your time in the Hall. Upon exiting the Hall you must ensure that ALL doors are securely closed and locked.

Entrance:

The main entrance is the side door which is located from the car park.

Hall Keys:

Keys should be collected from and returned to The Booking Secretary (contact details above). House is located on the corner of East Street and George Street.

Keys have to be collected on your way to the Village Hall, no earlier than 5 minutes before your booking start time.

Hall keys must be returned within 10 minutes of your booking ending otherwise additional hire fees will be charged in 15 minute slots.

Heating:

Heating is by way of electric, over-head heaters. They may be switched on by pressing the red button on the control panel which is located on the far wall to the right of the West Street exit. They are on a time control and may have to be switched on several times during the period of hire. They may be switched off by pressing the black button on the control panel. **PLEASE DO THIS WHEN LEAVING THE HALL.**

Hot Water:

In the main kitchen hot water is provided by an immersion heater which will need to be turned on. The switch is positioned high on the wall to the left of the double sink. It will take 30 minutes or longer for the immersion to be effective.

In the “small” kitchen there is a separate hot water tap controlled by an electric switch which provides very limited hot water. **PLEASE SWITCH OFF THE WATER HEATERS BEFORE LEAVING THE HALL.**

Lighting:

The switches to the main entrance and kitchen are in the hall way adjacent the entrance door. The main Hall light switches are located at the far end of the Hall by the West Street Exit.

The security light for the main car park entrance is controlled by a switch clearly labelled in the main entrance. **PLEASE DO NOT TURN THIS LIGHT SWITCH OFF.**

Location:

The Hall is opposite St Mary’s Church in West Street, Hunton, between Coxheath and Yalding.

Playgroup Equipment:

Is the property of the playgroup and should not be utilised in any way.

Rubbish:

Please remove all rubbish from the hall and take it home with you. The wheelie bin at the hall is for pre-school use only and no rubbish from your event should be placed in there.

Tables and Chairs:

These are kept in the storage room at the other end of the hall. 17 rectangular tables and approx 120 chairs are included in the hire charge.

All tables and chairs should be returned to the cupboard in which they were found and they should be stacked neatly.

Tables: 10 large rectangular (182cm x 68.5cm)

7 small rectangular (121.5cm x 68.5cm)

Oak Trestle Table (367cm x 87cm)

There are also six 6’ round tables available to hire at a cost of £6 each. Each round table can comfortably seat 10 people.

Windows:

These may be opened but please ensure they are securely shut before leaving the Hall. A curtain pole is provided, clipped to the wall.

HUNTON PARISH HALL
RULES AND TERMS AND CONDITIONS OF HIRE

HUNTON PARISH HALL exists primarily for the use of the people of the Parish. It is run as a charity by a volunteer sub Committee of the Parish Council, who are responsible for its proper use and maintenance.

No Smoking is permitted in any part of the Hall or in the Courtyard.

The HIRER will:

- A. Not sublet the Hall nor any part thereof
- B. Not use the Hall for any unlawful purpose, nor allow invitees to use it in any unlawful way.
- C. Ensure that if amplified music is to be played during a function the volume is maintained at a level which will not cause a nuisance to the inhabitants of the neighbourhood. In no circumstances is music to be played after 11:59pm.
- D. Not use any fireworks or combustible materials within the vicinity of the hall. This includes on the playing fields.
- E. Be responsible for all loss or damage to the Hall, property in the Hall and grounds during the period of the hiring, however and by whomsoever caused and reimburse the Committee all reasonable costs incurred in repairing, replacing such loss or damage or providing additional cleaning. (The deposit may be retained by the Committee in part payment of the reimbursement).
- F. Not be entitled to enter the Hall at any time other than the specific hours for which it was hired.
- G. Not use nails, screws, pins, staples, glue, blutac/white-tac or sellotape to secure decorations to walls, doors, windows and frames within the Hall.
- H. Ensure all entrances and exits, both internal and external, are not obstructed in any way.
- I. Not permit their invitees to cause any nuisance or annoyance to the occupiers of adjacent properties or do any act or thing which may cause damage to such adjacent properties.
- J. Upon completion of the hire period:
 - clear the Hall of all equipment, which has been brought in
 - clean and return tables and chairs to their original places
 - remove all decorations
 - take all rubbish away – rubbish is not to be placed in the bins which are located in and outside of the hall.
 - leave the Hall in a clean and tidy condition
 - switch off all lights and electrical equipment
 - close all windows and internal doors
 - lock all external doors
 - set the alarm on leaving the hall
 - return the keys to the Booking Secretary within 10 minutes of the hire time ending.

The COMMITTEE will:

1. Ensure the Hall is in a safe, clean and tidy state at the start of the Hire period.
2. Not be liable to the Hirer for any loss or damage suffered in the event of the Hall or any part thereof being rendered unfit for the use for which it was hired (by accidental damage or Act of God or any other reason whatsoever).
3. Retain the right to cancel the booking, at any time, for any reason whatsoever without explanation and shall have no other obligation to the Hirer other than to return the hire charge and deposit paid.
4. Accept no responsibility for loss or damage to any property brought into the Hall or grounds or for personal injury sustained in the Hall or Grounds.
5. Retain the right to refuse to hire the hall to any person for any reason whatsoever without explanation.
6. Shred your booking document and deposit cheque upon completion of hire, unless there is a issue with the condition that the hall was left in, in which case you will be contacted as soon as possible to discuss.

To work the alarm

When you enter the hall, the alarm will make some noises until you turn it off.

As you enter the hall, the alarm control panel is on your right. Wave the fob (on your keys) around the top left hand corner and the alarm should deactivate.

If the alarm goes off for any reason, just wave the fob around on the top left corner of the control panel.



When leaving the hall please remember to set the alarm.

To set the alarm you have to ensure that all of the doors within the hall are closed. Then wave the fob over the top left corner of the control panel.

It asks "do you want to alarm the system". **Press YES.**

If you cannot see the keypad or the YES button, then you will need to pull down the flap to see the YES button.

After your party, please remember to:

- Stack all tables and chairs back where you found them, in a neat stack.
- Take all your rubbish away with you. Do not leave any rubbish in the bins inside or outside the hall.
- Close and lock all doors and windows.
- Set the alarm.