

# CHILLENDEEN VILLAGE HALL

## Terms and Conditions 2018

One copy of the Hire Agreement, duly signed by the hirer, should be handed over immediately upon booking along with full payment of the hire charge to either of the two Booking Secretaries, Wendy Phillips, The Alders, 6 Yew Tree Farm, Chillenden or Steve Fennemore, 10 Short Street, Chillenden. Cheques should be made payable to 'Chillenden PCC'.

If required, email contact addresses are:

[wendyphillips7@hotmail.co.uk](mailto:wendyphillips7@hotmail.co.uk) and [steve.fennemore@btinternet.com](mailto:steve.fennemore@btinternet.com)

### Keys

Keys for hirers can be collected from either Wendy Phillips or Steve Fennemore at the addresses listed above. Please return the keys to the original point of loan unless alternative arrangements have been agreed beforehand.

### Lights

The switches for the outside light and the hall lights are just inside the front door on the right-hand side (they are the white switches). Switches for the lights to the small lobby, kitchen and toilets are adjacent to each of the doors. On leaving the building, please check that there is nobody left inside (please be sure to check the kitchen and toilets) and turn off all lights.

### Heating

Switches for the four wall heaters for the main hall are just inside the front door on the right-hand side (they are the red switches). Please ensure that all four heaters are turned off as you leave the building.

### Cleaning

The hall, kitchen and toilets must be left clean and tidy after each hire period.

(Main Hall) Cleaned tables, with their legs folded away, should be stacked on their sides against the wall at the far end of the hall (the wall with the large window). Chairs should also be stacked at the same end no more than nine chairs high.

(Kitchen) Please wipe down work surfaces and the ceramic hob (if used), clean away any spillages in the oven (if used) and leave both sink and drainer clean and tidy.

(Toilets) Please check and leave both toilets clean and tidy.

A broom, mop and cleaning items can be found in the kitchen. If any drinks are spilt on any of the floors, please mop up immediately.

### No smoking

In accordance with the provisions of the Health Act 2006, no smoking is allowed in the property.

### **Animals**

No animals are allowed on the premises, other than Guide Dogs, except with the express permission of the Hall Coordinator in writing.

### **Capacity**

A maximum of 50 people are allowed to attend organised events on the premises.

### **Returnable Deposit**

A returnable deposit of £20.00 must also be paid upon booking and is not part of the Hire Charge. It is to cover breakages, non-return of keys and unsatisfactory cleaning.

### **ALL RUBBISH MUST BE REMOVED FROM THE HALL, KITCHEN, TOILETS AND GARDEN AFTER EACH EVENT**

### **Safety Regulations**

In order to comply with Safety Regulations, do NOT remove fire extinguishers from the wall brackets unless necessary for use. Do NOT block the Main Hall front door or the door to the Kitchen. PLEASE ENSURE THAT YOUR GUESTS ARE AWARE THAT THERE IS ALSO AN EMERGENCY EXIT IN THE KITCHEN (AS WELL AS THE MAIN HALL FRONT DOOR).

### **Indemnity and Supervision**

The Hirer shall, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and of all persons using the premises, whatever their capacity. The Hirer will indemnify the Chillenden Village Hall Committee and make good or pay for all damage (including accidental damage) to the premises, fixtures, fittings or contents or for the loss of contents.

### **Electrical Appliance Safety**

The Hirer shall ensure that ANY electrical appliance brought in by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. There should be an appropriate up-to-date Test Certificate on any appliance brought in.

### **Accidents & First Aid**

An Accident Book, First Aid Kit and Faults Books can be found in the Kitchen in the top wall cupboard.

### **Emergency**

In the event of an emergency, please contact Wendy Philips on 01304 842991, Steve Fennemore on 01304 842831 or Norman Webber on 01304 841547. The nearest Public Telephone Box is on located opposite the Church (come out of the hall and turn right, heading down into the village).

# CHILLEN DEN VILLAGE HALL

## Hire Agreement

Date and Time of Hire .....

Hire Charge .....

Name of Hirer .....

Address .....

Telephone No. ....

Email Address .....

Planned use of Hall .....

I HAVE READ AND AGREE TO THE TERMS OF HIRE FOR THE CHILLEN DEN VILLAGE HALL:

Signature ..... Date .....

**The use and hire of the Chillenden Village Hall is at the discretion of the Hall Committee**