

EGERTON VILLAGE HALL -CONDITIONS OF HIRE

1. The number of persons using the premises must not exceed the following:-
 - a. Dancing only **250 persons**
 - b. Seated at table functions only **150 persons**
 - c. Functions combining a. and b. **200 persons**
 - d. Closely seated audience using temporary/movable seating **196 persons**

2. The Hirer is responsible for the orderly behaviour of persons using the Hall and for any liability arising from damage, loss or injury to persons or property whether through accidental or wilful misconduct or negligent acts or omission of any person connected with the hire of the Hall.

NB: All Groups using the Hall are advised to arrange liability insurance covering their own activities. Individuals hiring for birthday parties etc. are advised to check with their own household Insurers as in the majority of cases such cover is automatically included under the standard household package insurance policy.

3. Any damage to the premises, fixtures, fittings and furniture occurring during the period of hire – or the cost of replacement of any lost keys - will be charged to the Hirer and/or deducted from the deposit.

4. The Hall must be left clean and tidy and all rubbish, including bar and catering rubbish, resulting from the booking must be removed by the Hirer. Failure to do so would result in the loss of some or all of the deposit. No rubbish or equipment should be left outside the Hall overnight.

5. MUSIC AND DANCING is only permitted as follows:-

Monday to Friday	between 2pm and 12 midnight
Saturday/Sunday	between 2pm and 11.45 pm prompt

All windows and doors must be kept closed when amplified music is playing. This is a condition of our Premises Licence. Any infringement may result in the early termination of your event and/or loss of booking deposit.

Please note that the sockets on the Stage and in the Hall are on a timer which turns them off at 11.45pm. We would suggest that the 'Last Dance' is played at 11.30 pm to avoid any problems. There is also a Sound Limiter which turns the power off if the music is too loud. If the disco equipment is left overnight, please make sure it is disconnected from the socket; if you do not, the music and disco lights could turn on again when the power automatically resumes the next day and this disturbs people living nearby. Please ensure that your DJ or Band is made fully aware of these restrictions because the Management Committee will not accept responsibility for damage to equipment or instruments.

6. SALE OF ALCOHOL

For Egerton Village events, the Village Hall is licensed for the sale of alcohol until 11.30 pm at which time the bar **MUST** close.

For Non-Village Events, the Hirer is responsible for obtaining a Temporary Event Notice (TEN). The form can be downloaded from <http://www.ashford.gov.uk/temporary-event-notice> The copy of the TEN received from Ashford Borough Council must either be prominently displayed or kept on the premises by the Hirer at the time of the event.

NB: IT IS AN OFFENCE TO SELL ALCOHOL TO UNDER-18s AND BAR STAFF ARE RECOMMENDED TO ASK FOR ID.

7. It is against the law to smoke in the Village Hall and the use of Candles is not permitted.

8. CANCELLATION POLICY If the Hirer cancels giving only one month's or less notice from the date of the event, the booking fee is non-refundable.

9. BOUNCY CASTLES, BBQs, MARQUEES

Small Bouncy Castles (up to 12ft high) for children's parties are permitted in the Hall. The land outside the Hall belongs to the Parish Council whose permission **MUST** be obtained if you wish to use this area for larger Bouncy Castles, BBQs or Marquees. NB: Marquees should not be more than 7m x 15m and must have 2 fire exits opposite the fire exits from the Main Hall or 1m away from any walls. Marquees on the rear hard-standing must have a fire exit opposite the corridor fire exit or be 1m away from any walls. A fire check will be carried out before the function is allowed to continue.

10. LIGHTING

The lights at the Hall entrance go on/off automatically, as do the step lights. There will be sufficient light to see to unlock the entrance door. Car-park lighting: the switch is inside the main entrance door round the corner to the left. On arrival put switch to ON (floodlights will come on and stay on). On departure of last person – put switch to OFF and press in TIMER (set for 10 minutes).

11. EQUIPMENT

Rectangular Tables: in the first 2 cupboards in the corridor through the single door directly ahead of you as you enter the lobby from the main entrance. There are also 4 under the stage in the left-hand cupboard. Round Tables: 15 are stored at the back of the Stage.

Chairs: in the store to the left through the 2nd single door in the corridor. Please put these away when you have finished with them.

Do not use any equipment stored in the other cupboards without prior permission.

China and Cutlery is available for hire if required.

Please supply your own tea towels.

12. Do NOT use Bluetack, drawing-pins or staples on the walls or woodwork.

13. If you open the sliding patio doors, please make sure you lock them before leaving the Hall.

14. PLEASE have consideration for local residents and ensure that **you and your guests leave the Hall QUICKLY AND QUIETLY.**

EGERTON VILLAGE HALL MANAGEMENT COMMITTEE