

SHADOXHURST RECREATION COMMITTEE

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

Name and address of Applicant (Must be over 21)

.....

.....Phone Number.....

Organisation and Office held if applicable.....

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

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

Will catering equipment be used?.....

Please read the conditions of hiring set out below and overleaf

MUSIC AND DANCING

The Hirer understands and will comply with Ashford Borough Council and Kent Fire Brigade restrictions

Inflatables: i.e., fun castles etc. Please note these may not be used inside buildings without prior permission of the Recreation Committee. See conditions overleaf No 7.

Numbers: Village Hall 120

Minors: (Children and Young Persons Act) Must have adequate supervision by a sufficient number of responsible adults at all times They MUST NOT be allowed to wander out of the building unsupervised. See conditions overleaf No 6

Fire Fighting Equipment: Must not be removed out of sight during hiring

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

CHARGES

The charges made cover the use of the Hall, Kitchen and Bar 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 and bar when switched on by hirer. The heating in main hall is provided by time clock and thermostat to 8 convector heaters which may be individually switched off by hirer if desired (Please put all back on when leaving building).

DEPOSIT

This is required to cover the cost of damage, special cleaning or breakages. (A cheque card will be required with cheques.) This will be refunded after keys are returned and after Hall has been examined.

KEYS

Are to be collected at.....from.....provided the correct hiring fee and deposit have been paid. They must be returned by.....on..... after hirer has checked that all doors and windows have been locked.

I have read and agree to abide by the "Rules of Hiring" given to me with my booking form and have kept a copy for my reference.

A deposit of.....has been paid. A further payment ofwill be paid before keys are handed over

Signed for the Hirer.....Date.....

Signed for Shadoxhurst Recreation Committee.....Date.....

No responsibility is held by Committee or Parish Council for any clothing or property in Hall or Car Park.

SHADOXHURST RECREATION COMMITTEE

Letting Rules

1. The letting of the Village Hall is subject to the acceptance of these rules
2. Cancellation of the booking by the Hirer less than four weeks before the event shall render him/her liable to pay one quarter of the booking fee. If less than eight days notice is given then the whole of the fee may be demanded by the Committee.
3. If, after booking, the Committee consider that the function to be held is likely to prove in their opinion objectionable or undesirable they have the right to cancel the booking and refund any fees already paid. The Committee shall not be liable for any loss occurring as a result of their cancellation of the booking and no compensation will be paid.
4. The Committee 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. This right is vested in their agent provided that he/she shall in such cases report such action at the next meeting of the Committee.
5. Members of the Committee 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 Committee free access to any part of the Hall.
6. The Hirer will ensure that **Minors** 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.
7. Inflatables (i.e. Fun Castles etc.) are not allowed within the building without prior consent of the Recreation Committee. A copy of the certificate of fire retard properties will be required from the owner.
8. 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. Also they will discourage noisy late night departures.
9. 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. No fittings, or equipment shall be removed nor placed outside the building without the prior written permission of the Committee.
10. The Hirer shall be liable for the cost of special cleaning and/or making good any damage occurring during his/her occupation of the Hall during his/her period of hiring.
11. All rubbish will be removed by the Hirer at the end of his/her hiring period.
12. The Hall will be left tidy and will be inspected after keys have been returned and before the deposit is returned.

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

Any special cleaning that is required will be charged for at the rate of £10 per hour. (See 10 above.)