

Riverhead Parish Council

Terms and Conditions of Hire

For these Conditions of Hire, "Hirer" means the person or organisation who is making the booking. 'The Council' means Riverhead Parish Council, which is the owner and the operator of Riverhead Village Hall.

Cancellation

A Hirer can cancel a booking up to two weeks before the date of the event for a full refund. Cancellations with less than 2 weeks notice will incur the loss of the hire fee, a refund of the deposit will be issued.

In the event of the Council cancelling a booking due to the premises being unfit for its intended use or required as a Polling Station, all fees paid by the Hirer shall be refunded.

The Council reserves the right to cancel any booking at any time without incurring any liability to the Hirer and will not be liable to the Hirer for any resulting direct or indirect loss or damages.

Maximum Capacity

Maximum capacity of the Hall is from 80 to 100 people. **On no account shall these numbers be exceeded.**

Restriction on Age / Parties

Childrens Party bookings are restricted to children of 12 years and under and the party must be supervised by the Hirer or other responsible adult.

The Council do not accept bookings for parties for groups or individuals between the ages of 13 and 25 years old. It is a requirement of the booking to state the reason for the hire of the Hall.

If the Council establishes that the Hall is not being used for the purpose for which it is booked, they reserve the right to withhold 100% of the returnable deposit.

Health and Safety

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations. Any accident must be reported to the Council as soon as possible and recorded in the Accident Book. This and a First Aid Kit can be found in the kitchen.

The Hirer shall ensure that no animals except Assistance Dogs are brought into the premises, other than for a special event agreed by the Council.

Smoking / Smoke Machines

You are reminded that it is **illegal** to smoke or to Vape anywhere on the premises. The building is protected by a fire alarm system. A smoke machine may activate the smoke detectors and automatically call the Fire Service. Therefore, please do not use these.

Decorations

Any decorations put up by Hirers must be non-flammable and may not be fixed to the wall. Hooks are provided for the hanging of decorations, which must be removed at the end of the event.

Sports Parties

The throwing and kicking of sports equipment e.g. footballs, is not permitted.

At the End of your Hire

Hirers must leave promptly after their hire period to allow subsequent Hirers to enjoy the facilities.

Evening bookings should be vacated no **later than 11.30pm**. Therefore, the Hirer should ensure that they have tidied up and are ready to vacate the premises by this time.

Please allow sufficient time when booking for setting up and clearing afterwards. At night, please be mindful of neighbours and leave the Hall quietly.

Licencing

The Council does not hold an Alcohol Licence. Hirers may serve alcohol without a Licence; if the selling of alcohol is intended, the Hirer will need to apply to Sevenoaks District Council for an Alcohol Licence for their event.

Insurance

The attention of the Hirer is drawn to the need to make private arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of the hire of the Hall.

The Council shall not be held responsible for the loss, damage, theft or accident to persons or their property within the premises.

Damage to The Hall

If there is any structural damage caused to the Hall, the Council reserve the right to invoice the hirer for repairs and replacement, should the returnable deposit be insufficient to cover such costs. Stiletto heels must not be worn in the Hall.

Cleaning and Security

It is a condition of the Hire that the premises (including the lobby, kitchen and toilets) are left in a clean and tidy condition at the end of the hiring period. Chairs and tables should be returned to their original positions and the blinds closed.

Surface dirt, food remains, spillages etc. should be swept or mopped up, placed in the black sacks provided and these sacks **removed from the premises** that day. Likewise, all glass bottles must be removed.

The kitchen should be left in a clean, tidy condition and a fit state for the next hirer. There are brooms and a mop provided. Tea towels are not provided but blue paper towels are available for use.

If it is necessary for the Council to spend additional time cleaning the Hall, this cost will be charged and would be the sole responsibility of the Hirer and not transferrable.

The Hirer is personally responsible for checking that all windows are closed, lights turned off and the doors locked. The main door key should be replaced in the key box. **Under no circumstances must the premises be left unlocked.**

If any accidental damage occurs, please inform the Clerk as soon as practicable.

Fire Safety

It is the responsibility of all Hirers and users of the Hall to familiarise themselves with the Fire Safety procedures for the Hall and to follow these procedures in the event of the fire alarm sounding. Evacuation procedures are located on the notice boards.

Emergencies

In the event of calling the Emergency Services please use the postcode **TN13 2EL**.

Caretaker Details

The caretaker is Michele Mason. Further contact details and to arrange access to the Hall will be provided once a booking is confirmed.

For further information please contact the Parish Council Clerk on 01732 461278 or email clerk@riverheadparishcouncil.org.uk.