



Borden Parish Hall

Chairman *John Hepburn* Vice Chairman *Jeremy Bolas*
Secretary/Booking Secretary *Val Skinner* Treasurer *Michael Downes*

Borden Parish Hall
School Lane Sittingbourne Kent ME9 8JS

The general Terms and Conditions for the hire of Borden Parish Hall, School Lane are set out in BPH Terms & Conditions.

The following notes are information for hirers.

Hall Capacity

The suggested maximum number of persons permitted at various functions are as follows:

| | | |
|--------------------|--|-----|
| Main Hall | Close seated | 200 |
| | Parties / Weddings | 170 |
| | Exhibitions / Bazaars | 150 |
| | Width 9mtrs, Length 18mtrs, Height 5mtrs | |
| Barrow Room | Close seated | 30 |
| | With tables | 20 |

Equipment Available:

| | |
|----------------------|-----|
| Tables - folding 4ft | 4 |
| Tables - folding 6ft | 20 |
| Chairs -stacking | 150 |

Kitchen Facilities

| | | | |
|-------------------|-----|--------------------------------|---|
| Six gas ring hob | 1 | Double oven | 1 |
| Electric Wall Urn | 1 | Kettles | 1 |
| Teapot | 2 | Bowl | 1 |
| Crockery | 150 | (cups, saucers and tea plates) | |

Smoking

Is not permitted in any part of the premises.

Finishing Time

All bookings must be finished by 11.30pm, with a period for clearing up after.

No noise is to be made outside the hall after 11.30pm

Main Hall Floor

This has been specially treated and hirers are requested to take all reasonable care to protect. Tables, chairs and equipment must not be dragged across the floor, a chair trolley is provided.

Access to the hall.

It is the responsibility of the hirer to contact the booking secretary at least **two days before the event to arrange a mutually convenient time to collect the keys**. Access to the hall is through the service entrance in the road leading to the car park for the purpose of opening the hall. The main doors at the front are opened from the inside by pushing the panic bar. On closing the Hall care should be taken that these 'panic' bars and those on the other 'fire' doors are correctly closed. A ramp for disabled access to the hall is located at the rear of the building from the car park. A small ramp for the front entrance threshold is kept in the disabled toilet.

Lighting

Switches are provided in each area to be lit in the Hall, Barrow Room, Kitchen Toilets etc. Outside lights including car park lights are switched on and off automatically by a timer during darkness.

No other action is required.

The lights in the main hall are dimmable by pressing, and holding in, the bottom half of the switch.

Heating

Main Hall - for each of the three gas heaters there is a switch for putting on/off with a neon indicator light.

The fan may run on after the heater is switched off. This is normal and necessary to prevent damage to the heating elements.

Kitchen, Barrow Room and toilets are heated by hot water radiators from a boiler situated in the kitchen.

The central heating in these areas may be activated by switching on the switch with a neon indicator by the side door entrance. Domestic hot water in the kitchen and toilet basins is obtained by turning on the hot water tap for each and allowing to run until hot.

The boiler must not be switched off.

Equipment.

The setting up and putting away of all equipment needed during a hiring is the responsibility of the hirer.

Chairs -About 150 chairs are kept in the store next to the kitchen.

Tables - There are four 6ft tables in the Barrow Room and one table in the kitchen. Other tables are stored in the store next to the kitchen. They must be returned in a clean state after use.

Kitchen - The electric wall urn is located above the sink. It fills automatically - the on/off switch is located to the right of the urn, next to the boiler. The kettles, teapot and crockery are kept in the cupboards and are to be returned there in a clean state after use. Any breakages are to be recorded in the 'defect' book. NB. The defect book is in the kitchen drawer nearest to the shutter.

Cleanliness -

Each hirer is responsible for leaving the hall, Barrow Room, kitchen, toilets, entrance vestibule and the external area of the hall and car park in a clean and good condition.

The following is available in the store next to the kitchen.

1 large broom

1 small broom

1 Dustpan and brush

1 Mop and bucket. (For kitchen use only)

Toilet facilities.

These are outside the main hall in the entrance vestibule, a disabled toilet is also located here. Carers of small children are requested to accompany them at all times to ensure their safety and comfort.

Blinds

The blinds in the Main Hall and Barrow Room must be opened and closed by pulling the appropriate cord on the right-hand side of each window.

Plan for Close seated Audience

- 1 Maximum of 200
- 2 Maximum of 160
- 3 Maximum of 150

