

EASTCHURCH VILLAGE HALL

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EASTCHURCH VILLAGE HALL

Parties Policy

AGREED

DATE

NICOLA WAGHORNE

CHAIR OF EASTCHURCH VILLAGE HALL TRUSTEES

TO BE REVIEWED :

Eastchurch Village Hall – Party Policy

Effective Date:

Reviewed Annually

1. Booking & Hire Conditions

1.1 Booking Process:

- All party bookings must be made in advance through the Village Hall Lemon Booking system.
- A completed booking form and deposit must be received to secure the date.
- The hirer must be aged 21 or over.
- All parties must end at 8pm unless otherwise agreed by the trustees.

1.2 Hire Charges:

- Charges are set according to the current standard rates as shown on Eastchurch Village Hall website.
- Full payment is required at time of booking.

1.3 Deposits:

- A refundable security deposit of £100 for parties ending before 4pm and £250 is required for parties ending at 8pm.
- This security deposit may be withheld in part or in full to cover damage, extra cleaning, or over-running the agreed hire period.
- The hirer will be invoice for any costs incurred that exceed the deposit paid.

2. Types of Parties Permitted

- Children's parties (up to 12 years)
- Teen parties (strict conditions apply – see Section 5)
- Adult celebrations (birthdays, anniversaries, etc.)
- Community or family gatherings
- No 18th or 21st birthday parties will be accepted without prior approval from the Hall Trustees.

3. Alcohol Policy

- The Castle Public House, Eastchurch, (or a licensed alternative) should be hired as a mobile bar for the purposes of serving alcohol.
- The Castle Public House will hold or organise a Temporary Event Notice (TEN)
- No alcohol may be served to under 18s.
- Hirers are not permitted to bring their own alcohol without prior agreement of Eastchurch Village Hall Trustees.

4. Noise & Music

- All music must cease by **8 PM** (unless otherwise agreed).
- Hirers must ensure that guests leave quietly and respect local residents.
- Noise levels must not exceed acceptable limits; complaints may affect future bookings.

5. Youth & Teen Parties (13–19 years)

Due to past issues, stricter rules apply:

- Must be supervised by **at least 2 responsible adults** per 25 young people present and at all times.
- No alcohol is permitted.
- Security may be required at the hirer's expense..
- Events will end by **8 PM**.
- The premises will be vacated by 9 pm.
- The premises must be locked by the hirer.

6. Hall Use & Responsibilities

- Hirers are responsible for:
 - Setting up and clearing away furniture.
 - Removing all decorations
 - Rubbish must be removed from the premises (taken home).
 - Leaving the hall in a clean and tidy condition.
- Damage or loss must be reported immediately. Charges may apply.
- Damage and loss can be reported through the completion of the departure checklist.
- Hirers must complete the departure checklist provided. The departure checklist is reviewed at a post party inspection and prior to the refund of any or part of security deposit paid.

7. Decorations & Equipment

- No pins, nails, or tape on walls or fittings.
- Existing wall hooks can be used for hanging decorations.
- Hirers must bring their own AV equipment if needed, unless otherwise arranged.

8. Health & Safety

- Fire exits must be kept clear at all times.
- No smoke machines, fireworks, or open flames allowed.
- The maximum hall capacity must not be exceeded.
- Hirers are advised to carry out a risk assessment for larger events.

9. Insurance

- The Hall carries public liability insurance.
- Hirers may be required to provide their own insurance for certain activities (e.g., bouncy castles or outside contractors).

10. Cancellation Policy

- Cancellations made more than 14 days before the event will receive a full refund.
- Cancellations within 14 days may forfeit the 50% booking deposit.
- The booking deposit is separate from the security deposit.

11. Breach of Policy

- Any breach of this policy may result in loss of deposit, termination of the event, and refusal of future bookings.

12. Contact Details

For bookings, forms, and further information:

Email: bookings@eastchurchvillagehall.org.uk or info@eastchurchvillagehall.org.uk

Phone: 07310491524

Website: eastchurchvillagehall.org.uk

*Eastchurch Village Hall Committee reserves the right to amend this policy at any time.
Hirers will be notified of any changes.*
