



# *Terms & Conditions*

## **Terms and conditions of hire**

1. The Hirer must be aged 18 years or older and is responsible for any damage to the fabric and fittings of the Hall or loss of property and for the conduct of guests at all times..
2. Full payment, including any deposit, must be made at least 14 days before the event.
3. The Village Hall Management Committee cannot accept responsibility for personal injury nor for loss or damage to personal property.
4. The main door and the emergency exit must be kept unlocked during events and the Hirer should ensure that routes to the exits are kept clear of any obstruction and that guests are fully aware of the emergency procedures
5. Vehicles must not be parked across the entrance driveway which must be kept clear at all times to comply with fire regulations.
6. Cooking is only permitted on the cooker in the kitchen and deep fat frying is prohibited for safety reasons.
7. Smoking is not permitted in the Hall nor in the grounds.
8. If alcohol is to be sold at the event, or if the cost of alcoholic drinks is included in the ticket price, the Hirer must submit a Temporary Events Notice form (TEN) to Canterbury City Council. A copy of the Notice must also be sent to both the Canterbury Police and to the Village Hall booking clerk before the provisional booking can be confirmed.
9. The premises must be vacated promptly by 11 pm at an evening function and guests are asked to minimise noise when leaving.
10. The premises, including the kitchen and toilets, must be left in a clean and tidy condition with tables and chairs returned to the proper storage areas. The cooker, if used, must be cleaned and any kitchen equipment used must be washed and replaced in the correct cupboards.
11. Fire-works or similar pyrotechnics are not permitted inside the hall or close proximity of the neighbouring residences.

12. The heaters in the hall and kitchen, the cooker and the fridge must be turned off (instructions for lighting and switching off the hall heaters are on the notice-board) and all lights, including the outside light, must be switched off before leaving the hall.
13. Any chairs or tables used must also be returned to the correct storage areas.
14. Rubbish must be put in the bags supplied and removed from the premises. They must NOT be placed in the bins in the Hall grounds.
15. Keys must be returned to the correct key safe and the safe door closed securely.

**Failure to comply with any of these conditions could terminate the function immediately and could affect future bookings.**