

1 copy to be returned to Committee
1 copy to be retained by Hirer.
Charity No. 1040249

ST. MARY'S BAY VILLAGE HALL

Jefferstone Lane, St. Mary's Bay, Romney Marsh, Kent. TN29 0SW

VILLAGE HALL HIRING AGREEMENT

1) Name and address of
Hirer/Representative/Organisation.
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2) Date and times of
hire.
.....

3) The rental of the Village Hall varies according to the room booked,
and the occasion, to be agreed with the letting officer.

This includes heating and electricity costs and use of all amenities. A
£50 cash deposit in the form of a returnable cheque is required
for single bookings when confirmed that hall has been left in reasonable
conditional, with no damage or breakages. In the event of accident, either
personal or property, it must first be recorded in the Accident Book, located
on top of the cupboard in the Main Kitchen, and reported to the Committee
immediately.

4) Hirers are asked to acquaint themselves with operational procedures
regarding all appliances, e.g. Electrics, music and fire extinguishers etc. To
observe fire drill and evacuation to the Assembly Point on the lawn on the
corner of Jefferstone Lane and Maple Drive, and that fire doors and exits
are never blocked at any time.

5) First Aid Boxes are to be found on the top of each kitchen cupboard in
a green box marked with a white X.

6) An emergency telephone is to be found in the cloakroom off the main
foyer. This is for 999 calls only. Nearest Public telephone is situated at the
corner of Jefferstone Lane and Dymchurch Road.

- 7) The hall does not hold a license for the sale of alcohol unless special arrangements are made. NO DRUGS.
- 8) No person under 18 years of age may hire or sign this agreement.
- 9) No overcrowding. Do not exceed the permitted number of persons to each hall, particularly in the kitchens. Do not carry boilers over to the sink to empty them. Empty them first by the tap into a smaller receptacle then into sink.
- 10) Patrons are asked to observe that there is to be no music after 10.30 pm on a weekday, or beyond 11.45 pm on a Saturday without prior permission from the Committee, with the exception of New Year's Eve, and when leaving the area of the hall, to do so in a quiet and considerate manner.
- 11) Please ensure that chairs are stacked in an upright position, all the chairs being of the same type. These stacks are extremely heavy, so when removing them to the end of the hall, be sure to use the trolley for this purpose which is housed in the store-room.
- 12) This hall is NO SMOKING area and this policy must be adhered to (to comply with the prohibition of smoking in public places Act). The hirer is responsible for seeing that cigarette butts are removed from outside the premises and Ash cans are used where provided.
- 13) The Committee will not be responsible for any loss or damage to articles or clothing left in the hall, or loss or damage to any vehicle left in the car-park.
- 14) This form with deposit is regarded as confirmation of booking. Please sign and date both copies, and return one to the letting officer as soon as possible, and retain the other for your own keeping.

SignedHirer
 Date.....

Signed.....Committee Representative
 Date.....