



## Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

# BOOKING FORM FOR SHADOXHURST VILLAGE HALL AND SHADOXHURST PAVILION

Hornash Lane, Shadoxhurst, Kent, TN26

**TO BOOK please e-mail [shadoxhurstvhp@gmail.com](mailto:shadoxhurstvhp@gmail.com)**

**HOURLY RATES** (minimum of 3 hours)

### SHADOXHURST VILLAGE HALL

£12 p/h (daytime)      £15 p/h (evening from 6pm)  
THE NUMBER OF PEOPLE ON THE PREMISES SHALL NOT EXCEED 100

### SHADOXHURST PAVILION

£10 p/h (daytime)      £12 p/h (evening from 6pm)  
THE NUMBER OF PEOPLE ON THE PREMISES SHALL NOT EXCEED 50

WE **DO NOT** HIRE OUT THE HALL OR PAVILION FOR 16<sup>th</sup>, 18<sup>th</sup> or 21<sup>st</sup> BIRTHDAY PARTIES.

**DEPOSIT** TO COVER ANY DAMAGE OR ADDITIONAL EXPENSES TO THE HALL OR PAVILION.

### SHADOXHURST VILLAGE HALL DEPOSIT

DAYTIME £50.00  
EVENING £100.00

### SHADOXHURST PAVILION DEPOSIT

DAYTIME £25.00  
EVENING £50.00

Payments should be made by bank transfer to

**Unity Trust Bank      Acc. 20450326      Sort Code. 60-83-01**

Please make two separate payments, one for the deposit and one for the Hall/Pavilion hire.

The completed booking form to be either e-mailed over or posted no later than 10 days before the booking date to:

Parish Clerk  
Shadoxhurst Village Hall  
Hornash Lane, Shadoxhurst  
ASHFORD  
TN26 1HT

**IT IS THE HIRERS RESPONSIBILITY TO ENSURE PAYMENT HAS BEEN RECEIVED AND THE BOOKING HAS BEEN CONFIRMED.**





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**If recorded, please provide a copy of your music licence.**

(Not payable for private family events - wedding receptions, birthday parties or similar events)

**A copy must be lodged with Parish Council 48 hours prior to date of hire.**

### **CHARGES**

The charges made cover the use of the Hall and Kitchen with heating to main hall, lighting and constant hot water to hand basins in cloakrooms. Free hot water by heater to sinks and hand basin in kitchen when switched on using switch under sink by hirer.

**PLEASE NOTE, TO USE THE COOKER YOU WILL NEED TO ENSURE THAT YOU HAVE ENOUGH £1 or £2 COINS FOR THE SLOT METER. YOUNG CHILDREN ARE NOT ALLOWED IN THE KITCHEN AT ANY TIME.**

The following deductions will be made from the deposit for: -

Extra cleaning	£12.00 p/h
Lights/water left on	£5.00 p/h
Heaters adjusted/turned down/off	£25.00
Rubbish not removed from either building, car park or the field	£10.00 per bag
Cigarettes left on the ground	£5.00
Damage/breakages will be charged at repair/replacement cost	
Damage due to the use of pins, tacks, blue or white tac or Sellotape	Cost of cleaning/repair
Caretaker's additional time (locking up)	£5 per 15 minutes

**THE HEATING SYSTEM IS SET BEFORE EACH BOOKING. PLEASE DO NOT TRY AND ADJUST THE INDIVIDUAL HEATERS. BY DOING SO THIS WILL AFFECT YOUR DEPOSIT RETURN.**

### **KEYS**

**The building will be unlocked at the start of the hire time. The Caretaker will meet the hirer at the hall/pavilion and will return at the end of the booking to lock up. Please make sure you are ready to vacate the building at this time.**

I have read and agree to abide by the "Letting Rules" below have kept a copy for my reference. **The booking will not be accepted if the above form is not completed in full.**

Name

Signed

Date



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### LETTING CONDITIONS FOR VILLAGE HALL AND PAVILION

The letting of the Village Hall/Pavilion is subject to the acceptance of these rules

The Hirer acknowledges the conditions of the Premises Licence as shown on Shadoxhurst Parish Council's website.

Hirers should inform the Parish Council if they are unable to access the website and a copy will be made available to them

The Agreement to Hire constitutes permission only to use the premises and confers no Tenancy or other right of occupation on the Hirer.

1. Cancellation of the booking by the Hirer less than **four weeks** before the event may render him/her liable to pay the booking fee in full.
2. If, after booking, the Parish Council considers that the function to be held is likely to prove in their opinion objectionable or undesirable, or it is otherwise necessary to do so with good reason, the Parish Council has the right to cancel the booking and refund any fees already paid. The Parish Council shall not be liable for any loss occurring as a result of their cancellation of the booking and no compensation will be paid.
3. The Parish Council has the right to refuse any application for the hire of the Hall/Pavilion and to refuse any person or persons admission without giving any reason for their action.
4. Members of the Parish Council have the right of entry to the Hall/Pavilion at all times. The Hirer shall give instructions to any persons acting on his/her behalf to allow members of the Parish Council free access to any part of the Hall/Pavilion.
5. Minors/Vulnerable Adults (children and Young Persons Act). The hirer will ensure that Minors/Vulnerable Adults are supervised by a sufficient number of responsible adults at all times within the Hall and are not allowed to wander out of the building unsupervised at any time.
6. Inflatables (i.e. Bouncy Castles etc.) **are now allowed** within the Hall but NOT in the Village Hall Car Park, Pavilion, Pavilion Car Park or on the Field. Due to the size of the hall and sloping ceiling, the Hirer must check with the Clerk with regards to sizes. Public Liability Insurance must be provided. Bubble machines or hand bubbles are **not** allowed inside. Maximum Dimensions 18ft x 12ft x 9ft 3in (L/W/H).
7. Performances involving danger to the public shall not be given. Highly flammable substances shall not be brought into the premises.
8. The use of explosive material and indoor or outdoor fireworks is strictly forbidden within the Hall or curtilage of the Hall, or in the Pavilion or on the Field or Car Park, as is the use of any naked flame other than small candles on cakes for birthdays.
9. No unauthorised heating/electrical appliances shall be used on the premises.



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10. The Hirer shall not interfere with nor adapt the structure of the building, its electrical or water services, or any equipment or fittings. He/she shall not put water or wax or any other Substance on the floor without first obtaining the permission of the Parish Council.
11. No fittings or equipment shall be removed nor placed outside either building without the prior written permission of the Parish Council.
12. The Hirer will not use pins, blue or white tac, Sellotape or similar, to fix anything to walls or surfaces within either building.
13. No alcohol is to be sold at either venue without the Hirer first obtaining a Temporary Events Licence at their expense. A copy of the licence must be lodged with the Parish Council, 48 hours prior to hiring the Hall/Pavilion.
14. No equipment is to be used in the Hall, Car Park or Pavilion, Car Park of Field to broadcast live television unless authorised by the Parish Council.
15. The Hirer will be considerate of local residents in ensuring that all music and noise is kept to a level that will not be contrary to the Ashford Borough Councils Environmental guideline.
16. Hirers must turn music off at 23.00 hrs from Sunday to Thursday and 23.45 hrs on Friday and Saturday.
17. Hirers will ensure that guests leave the Hall/Pavilion in a quiet, orderly fashion, in consideration of the neighbours.
18. The Hirer will be liable if certain costs are incurred during or after his/her period of hiring.
19. All rubbish will be removed by the Hirer from the Hall and Car Park or Pavilion, Car Park and Field at the end of the hiring period.
20. The Hall and Car Park or Pavilion, Car Park and Field will be left clean and tidy and will be inspected after keys have been returned and before the deposit is returned.
21. Lost Property will be disposed of 7 days after the event.
22. The Hall and Car Park or Pavilion and Car Park must be vacated by the end of the hiring Period and the key returned back to the key safe on the wall.
23. All items in the Hall/Pavilion are regularly inspected for health and safety purposes and anything considered to pose a risk to the health and safety of the Hirer will be removed.
24. Anyone wishing to take animals into the Hall/Pavilion must first seek the permission of the Parish Council.



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25. Any outside company hired by the hirer of the Hall/Pavilion eg disco/children's entertainer etc must have their own Public Liability and a copy must be submitted with the booking form. ALL outside companies must have permission from the Parish Council.
26. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any Code of Practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall the organiser's name and address and any discounts offered are based only on Manufacturers' Recommended Retail Prices. (The Hirer will be expected to be aware of all liabilities stated in the above legislation).
27. Smoking is strictly prohibited in the Hall and Pavilion and directly outside the doors leading into each building. A £5 charge will be made for Cigarettes left on the ground after the event and will be taken from the deposit.
28. The hirer shall ensure that nothing is done in contravention of the laws relating to gaming, betting and lotteries.
29. If preparing, serving or selling food all relevant Food Health and Hygiene Legislation and Regulations must be adhered to.
30. The Parish Council accepts no responsibility for equipment brought onto or stored in the Hall and Outbuildings or the Pavilion and Outbuildings.
31. The Hirer shall ensure that all electrical appliances brought onto the premises and used there are safe, in good working order, and used in a safe manner. The Parish Council reserves the right to examine the required Certification issued in respect of the testing of any such electrical appliances or equipment.

### **VILLAGE HALL**

32. The Fridge and Microwave are the property of Future Scholars who allow both to be used by hirers of the Hall, provided they are left as found.

### **PAVILION**

33. There are no Cooking Facilities in the Pavilion. The switch to turn the hot water on is above the door from the Car Park.

### **PUBLIC SAFETY DURING PERIOD OF HIRE**

The organiser of event must have the use of a mobile phone during the period of hire.

Fire Fighting Equipment must not be removed from the site.



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Fire Exits and Fire Exit Signs must be kept clear of obstruction and be visible at all times.

In the event of a fire, however small, the hall must be evacuated immediately, and the Kent Fire Brigade must be called by dialling 999. The Parish Council must be informed of the incident as soon as possible.

No responsibility is held by Parish Council for any clothing or property left in the Hall, Pavilion, Car Parks or on the Field.

At the end of the hire period please search for smouldering fires – turn off all electrical equipment – switch off all lights - close all internal doors – secure all doors and windows – leave hall in a clean, tidy condition – remove all rubbish – return keys to key lock on the wall.

### **PLEASE REPORT THE FOLLOWING IMMEDIATELY TO ONE OF THOSE LISTED BELOW:**

Rubbish left by the previous hirer as you will be charged for any rubbish left at the end of your period of hire.

### **Any other problems encountered during your period of hire please contact:**

Mr Bob Cooper (Caretaker)	07788 400659
Cllr D Ledger	01233 733540
Cllr M Richmond Coggan	01233 733997
Ms C Laming (Clerk)	07729 734149

NO LIABILITY WILL BE ACCEPTED BY THE PARISH COUNCIL IN RESPECT OF INJURY, LOSS OR DAMAGE TO PERSONS OR PROPERTY OF USERS OF THE HALL OR PAVILION FOR COMMERCIAL PURPOSES WHETHER DUE TO FAILURE IN HEATING AND/OR LIGHTING ARRANGEMENTS OR TO ANY OTHER CAUSE WHATSOEVER.

NOTWITHSTANDING THE ABOVE ANY PERSON HAVING A CLAIM TO MAKE AGAINST THE PARISH COUNCIL IN RELATION TO THE HIRING OF THE HALL OR PAVILION MUST MAKE SUCH A CLAIM IN WRITING WITHIN 3 DAYS OF THE OCCURANCE.

**THANK YOU FOR YOUR CO-OPERATION  
WE HOPE YOU ENJOY THE USE OF THE HALL & PAVILION  
SHADOXHURST PARISH COUNCIL**