

EYNSFORD VILLAGE HALL - TERMS AND CONDITIONS

The Big Print:

No smoking is allowed in any part of the hall including the porch. Please use the cigarette bins placed outside the porch.

All lets must be conducted in a decent and orderly fashion. Respect hall neighbours, keep noise to a minimum and leave the premises quietly, especially at the end of the evening. The premises must be vacated within half an hour of the end of the letting time, or less if so advised. Saturday lets must terminate by 11.45pm, with the premises vacated by 12.15am. Any bar is required to close 15 minutes before the end of the let.

The premises, including the toilets, must be left in a clean and tidy condition and any furniture or other items of equipment returned to their original positions as found. Hirers are responsible for removing all rubbish generated during their let when vacating the premises. A sum of £5 will be withheld from the deposit per bag of rubbish not taken away at the end of the let.

There is limited parking at the hall, so please park sensibly and do not obstruct driveways, access or other vehicles. Within the hall, all gangways and fire exits must be kept free from any obstruction and no temporary barriers erected.

No unauthorised use of lighting or other installations is allowed, nor the fixing or erecting of any Hirer's equipment without prior approval.

Protection of Children: At private lets, sufficient numbers of responsible adults must be available to supervise children at all times. At public lets, appropriate numbers of Licensed Chaperones must be available.

The Small Print:

Disclaimer: The Trustees and Management Committee will not be responsible for any loss, damage or injury incurred during use of the hall by the Hirer.

Any loss or damage to the hall or its furnishings is chargeable at replacement cost to the Hirer. A charge will be made for any loss of future revenue resulting directly from such loss or damage.

Any compensation for injury incurred will be the responsibility of the Hirer.

Payments: For one-off lettings payment must be made before the date of the let. A Security Deposit cheque for £100, may be required at the discretion of the Letting Secretary. The cheque will only be presented if there is damage to the Hall or breakages, or the premises, including the toilets, are not left in a clean and tidy condition. Regular lets are payable on receipt of the Hall's invoice.

Cancellation: Payment or repayment of the letting fee shall be at the discretion of the Management Committee. Repayment of the letting fee will arise for any cancellation made more than three months in advance of the booking. In the event of non-availability due to circumstances beyond the control of the Trustees, eg power failure, the letting fee will be returned in full and the Trustees will have no further financial responsibility to the Hirer. The Management Committee reserves the right of admission and to cancel or refuse a letting.

Legislation:

- a) If preparing, serving or selling food, the Hirer must observe all relevant food health and hygiene legislation.
- b) The Hirer must ensure that nothing is done in contravention of gaming, betting and lotteries legislation, namely the Gambling Act 2005.
- c) The Management Committee holds a Premises Licence under the Licensing Act 2003 and the Hirer is responsible for ensuring that their activities are either covered, with the permission of the Management Committee, by the Premises Licence or that they have obtained a Temporary Event Notice from the Licensing Authority of Sevenoaks District Council (01732 227004) at least 10 working days before the event. The Hirer is responsible for ensuring that the conditions on the Premises Licence are adhered to and that there is no breach of the Regulations of the Licensing Act 2003.
- d) Please note that the Management Committee holds an annual licence from the Performing Rights Society.

Fire: The Hirer is solely responsible for ensuring that the requirements of the Fire Authorities are strictly complied with. **The Hirer must ensure that sufficient competent attendants are instructed in their duties in the event of fire or panic, and the positions of fire extinguishers and fire exit doors noted. Your attention is drawn to the plan displayed in the main entrance hall.**

Other: No temporary decorations may be attached to light fittings.

I agree to the Terms and Conditions of Hire as stated above.



John Cairns JP

Designated Premises Supervisor

Eynsford Village Hall 01322 862077

It is a condition of hire that all those responsible for the bar read the notes below and ensure that the sale of alcohol is conducted accordingly.

CONDITIONS OF HIRE - OPERATING A BAR.

PLEASE ENSURE EVERYONE RESPONSIBLE FOR SELLING ALCOHOL ON THE PREMISES HAS READ AND UNDERSTOOD THE FOLLOWING:

1. It is a criminal offence for any person to sell alcohol to a person who is under the age of 18. There are NO exceptions to this. This offence can attract a fine of up to £5,000.
2. It is a criminal offence to knowingly allow the sale of alcohol to a person who is under the age of 18. This offence can attract a fine of up to £5,000.
3. Persons under the age of 18 cannot consume alcohol within Eynsford Village Hall licensed premises.
4. It is the duty of all bar staff (paid or unpaid) to take steps to prevent drunkenness and disorderly conduct on the premises. It is an offence to knowingly sell alcohol, or allow alcohol to be sold, to a person who is drunk or appears to be drunk. It is also an offence to serve alcohol to the companion of a person who is drunk for the drunken person's consumption. Serving alcohol to a drunken person attracts a Fixed Penalty Fine of £80 under the Criminal Justice and Police Act 2001.
5. Alcohol may only be supplied for consumption on the premises.
6. Any bar must close by 00.00 hours.
7. A police officer or authorised person (local authority officer, environmental health officer, fire officer or health & safety officer) has right of entry to licensed premises at any time. The Licensing Act 2003 makes it an offence to obstruct an authorised person in the exercise of these powers and it is a criminal offence under the Police Act 1996 to obstruct a police officer in the execution of his duty.
8. A Notice stating, "IT IS AN OFFENCE TO PURCHASE OR ATTEMPT TO PURCHASE ALCOHOL IF YOU ARE UNDER THE AGE OF 18. SECTION 149 LICENSING ACT 2003" must be clearly displayed at the point of sale.

I have read the Conditions of Hire for operating a bar and will ensure that the sale of alcohol is conducted accordingly



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Main Kitchen Standard Equipment

Domestic Gas Cooker
Microwave
Fridge Freezer
Industrial Water Boiler (for T and C)
Electric Kettle
Industrial Teapot
Warming Cupboard
Double Sink (washing up liquid etc)
Kitchen Island
Fully Stocked First Aid Cupboard
80 Green Cup and Saucers
Assorted Cockery
Assorted Trays
2 Cutting Boards
Tea Towels
Rubbish Bin

Darenth Room Kitchen Standard Equipment

Single Sink
Burco Urn
Electric Kettle
Fridge
20 Mugs
Teapot
First Aid Kit
Wash Bowl
Rubbish Bin