

**HY-ARTS CENTRE**  
**Williams Field, Marshall Gardens, Hadlow, TN110HQ**  
**c/o HADLOW PARISH COUNCIL**  
**Parish Office, Old School Hall, Hadlow, TN11 0EH**  
**Tel: 01732 851878 E-mail: [clerk@hadlowpc.co.uk](mailto:clerk@hadlowpc.co.uk)**

**PRIVATE FUNCTION HIRE FEES / BOOKING FORM**

	Available Hours	Hire fee	Occupancy Numbers
<b>HALL HIRE</b>	<b>09:00 - 22:00</b>	<b>£10.00 per hour</b>	Standing 50 Seated Seated at tables
Hall Size 7m x 10 m			

**NAME OF HIRER/ORGANISATION:** .....

**ADDRESS (inc. postcode):** .....

.....

**TELEPHONE NO.s (Home/mobile):** .....

**EMAIL ADDRESS** .....

**NB: BOUNCY CASTLES ARE NOT ALLOWED ON THE PREMISES**

**DATE REQUIRED:** .....

**TIME REQUIRED: From:** ..... **To:** .....

**PURPOSE OF HIRE:** .....

**NB: ALCOHOL MAY BE CONSUMED AT PRIVATE PARTIES - BUT MUST NOT BE SOLD WITHOUT A LICENCE**

**Hire fee payable in advance: £..... plus returnable deposit of £20\***

**Cheques payable to Hadlow Parish Council** \* (see Conditions of Hire details)

**NB: IT IS THE HIRER'S RESPONSIBILITY TO COLLECT/RETURN FRONT DOOR KEYS TO PARISH OFFICE**

**SIGNATURE OF HIRER:** .....

**DATE:** .....

***Please return completed form to the Parish Office at the above address together with hire fee and deposit***

*(Your personal information will be used only to process your booking, it will not be shared with any other organisation and this data will only be retained for the period specified for Local Councils)*

# HY-ARTS CENTRE

## **RULES & CONDITIONS OF HIRE**

1. **DEPOSITS:** For all bookings a deposit of £20 is required at the time of booking where the full hire fee is not paid in advance. Balance of hire fee to be paid one week before date of hire.  
**The deposit is secured against theft, breakages, damage or additional cleaning or failure to vacate at agreed time. Any breach of these conditions will result in forfeiture of the deposit.**  
  
Regular users: Hire fees to be paid monthly in advance. No deposit required. An additional charge may be levied against breakages, damage or for additional cleaning.
2. **CANCELLATIONS:** Deposits will only be returned if the hall/rooms can be re-let.
3. **ALTERATIONS TO BOOKINGS:** Any proposed change to a booking must be notified to the Parish Clerk **at least seven days** prior to the event.
4. **BOOKING POLICY:** Whenever the Council is asked to consider bookings from two organisations simultaneously, preference will be given to Hadlow-based organisations.
5. **HIRE FEES:** The Council reserves the right to change hire fees at one month's notice.
6. **REFUSAL, CANCELLATION OR TERMINATION OF BOOKINGS:** The Council reserves the right to refuse, cancel or terminate any function or bookings.
7. **RESPONSIBILITIES OF HIRERS:** Any person signing a booking form must be 18 years of age or over and the hirer must be present at the function
8. All hirers must have regard to the well-being of nearby residents. If windows and doors are opened in warm weather adjustment must be made to noise levels (eg music). Always leave the premises causing as little disturbance as possible, especially at night (eg car doors, etc).
9. The Council cannot accept any responsibility for loss or damage to any property of the hirer, or any other person connected with the function. Hirers should ensure that adequate insurance is obtained to cover against loss or damage, if appropriate. Hirers must make their own arrangements for insurance in respect of claims for injury or damage arising from the hire. The Council's insurance covers its own liabilities and NOT the liabilities of the Hirer.
10. The premises must be left clean and tidy at the end of the session. Any spills should be cleaned up immediately and all tables and chairs (stacks of 5) must be safely put away, chinaware, kitchen equipment washed, dried and stored. The hirer is responsible for disposing of all rubbish. All equipment for catering, etc must be cleared from the premises on the day of the hire unless special dispensation has been granted.
11. Any complaints should be made in writing to the Parish Clerk within 48 hours of the function.
12. Hirers are responsible for the behaviour of persons at their functions, both inside and outside the building.

13. It is the responsibility of the hirer to ensure that only authorised persons connected with the function have use of the facilities provided on the premises (eg toilets & kitchen).
14. The Council reserves the right of entry to the premises for any member of the Council or its Officers at any time.
15. No function shall terminate later than 22:00 hours on any day of the week.
16. Occupation will be restricted to the numbers advised by the fire regulations (see booking form).
17. Hirers are responsible for ensuring the function complies with any requirement concerning copyright or performing rights and appropriate documentation must be submitted to the Parish Office in advance of any function.
18. In the observance of licensing laws it is the responsibility of the hirer to obtain a licence and provide a copy to the Parish Office before the function. The sale of alcohol requires a Temporary Event Notice from Tonbridge & Malling Borough Council.
19. **OPENING AND CLOSING PROCEDURES**
  - The person responsible for the group is the only one authorised to open and close the premises.
  - Opening Procedure:
    - a) Unlock the shutter at front door and back fire exit shutter and secure back
    - b) Unlock outside front door
    - c) Switch on lights
    - d) Unlock Office if authorised user
    - e) Check all doors and windows
    - f) Unlock appropriate storage cupboards
  - If there is any sign of unauthorised entry, report to the Parish Office and or Council Keyholders.
  - Closing procedure:
    - a) Check all windows and doors are closed
    - b) Ensure all electrical equipment switched off
    - c) Lock all appropriate storage cupboards
    - d) Lock Office if authorized user
    - e) Switch off lights
    - f) Lock outside door
    - g) Lock all exterior shutters
  - Any damage or deficiency, please report to the Parish Office.

20. **FIRE REGULATIONS** require that when the premises are in use ALL exits must remain clear at all times and the back fire exit shutters to remain open. **NO SMOKING IS PERMITTED INSIDE ANY COUNCIL BUILDINGS.**
21. In the event of a fire, immediately operate nearest alarm point (they are located as follows: 1 on the left as you leave kitchen, 1 by in main hall on the left by back exit, 1 by the main hall door on the left and another by front exit). Dial 999 and ask for Fire Service. Tell operator location of fire as follows:  
  
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Do not replace receiver until location has been repeated by Fire Service.
22. Evacuate building by appropriate fire exit (door to rear of hall or front doors, whichever is safest). It is the Hirer's responsibility to ensure that all people for whom they are responsible are accounted for. Assemble at far side of ballcourt by Fire Assembly point notice.
23. Alert Hy-Arts Centre keyholders as follows: David Carey (01732 852095 or 07951980167) or Parish Clerk (01732 851878 & 07947655055 out of hours), Phil Jones (01732 852446 or 07936391332)
24. If the fire is an electrical fire, there is an '**electrical fire extinguisher**' by the **kitchen door**. Use this only if it is safe to do so. A first aid kit is located on the kitchen wall, as is a fire blanket.
25. All Hirers must ensure that any electrical equipment (e.g. CD player, etc) has been properly PEAT (Portable Electrical Appliance Test) tested.

**Hadlow Parish Council – Approved 11/12/2017**