

CONDITIONS OF HIRE – PLEASE READ CAREFULLY

1. Supervision/Duty of Care

During the period of hire the hirer is responsible for the supervision, health and safety and behaviour of all persons using the premises. Special care must be taken to ensure the welfare of any children using the hall or any areas outside the hall. The hirer's attention is brought to the fact that cars may be entering or exiting the car park throughout the hire.

The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public access.

2. Car Park

Supervision of car parking arrangements is required so as to avoid obstruction of exit doors and the highway. No vehicles can be left overnight in the car park without prior approval from the parish office/caretaker. The car park must remain open at all times during your hire and cars should not be parked in the surrounding roads.

3. Use of Premises

The hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be for any other purpose. Hirers shall not act in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol thereon without prior approval.

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. Right of entry to the hall shall be permitted at any time by any member of the Council, its officers and authorised agents or contractors. This hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

4. Licences

The Hirer shall be responsible for obtaining such licences as may be needed for the sale and supply of intoxicating liquor and the PPL licence for recorded music.

5. Health & Hygiene

The Hirer shall, if preparing or serving food observe all relevant food health and hygiene legislation and regulations. At the end of the hire kitchen work surfaces and all tables should be wiped down with the cleaning equipment provided.

6. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them onto the premises and used there shall be safe, in good working order and used in a safe manner.

7. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Beechen Hall staff **as soon as possible** and complete the relevant section in the Beechen Hall accident book.

8. Animals

The Hirer shall ensure that no animals (including birds and reptiles) except guide or assistance dogs are brought onto the premises without prior permission from the Parish office. No animals whatsoever are to enter the kitchen at any time.

9. Compliance with The Children Act

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children's Act of 1989 and that only fit and proper persons have access to the children.

10. Flyposting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisement for any event taking place at the premises. Failure to observe this condition may lead to prosecution by the local authority.

11. Explosives and flammable substances

Highly flammable substances, and bbq's are not normally permitted on site (hall or car park) unless prior written permission has been obtained from the parish office. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the parish office. **Fireworks and Chinese lanterns are NOT permitted anywhere on the site (Hall or car park).**

12. DJ's/Live Entertainment

The hall is equipped with a sound level control system. This must not be bypassed and contacts on fire doors must not be tampered with. Failure to comply will result in the hirers damage waiver deposit being retained.

13. Smoke or mist/water vapour machines, indoor fireworks, confetti and bubble machines

Are **NOT** allowed due to damage and staining to the hall floor. The hall has a smoke detector which will be activated by this type of equipment. If these are used the hirer will be liable to an extra cleaning or call out charge.

14. Bouncy Castle/Soft Play Public Liability Insurance

All equipment (including bouncy castles and soft play equipment) brought into and used at the hall is done so at the owner's/hirer's risk. Any injury to persons or damage to the hall caused by the equipment will be the responsibility of the hirer. The hirer is responsible for ensuring that no damage is made to the floor, particularly by heat or scratches.

It is strongly recommended that appropriate insurance for bouncy castles is in place prior to the hire. The office must have sight of a valid copy of the Public Liability Insurance certificate held by the supplier of bouncy castle equipment.

15. Booking Applications and Fees

Bookings will only be considered firm after receipt of the completed booking form plus deposit, as shown on this form, being received within fourteen days of date of issue.

16. Damage Indemnity and Cleaning Deposits

Refundable deposits will be charged of which part or all may be retained to pay for damages, breakages, additional cleaning, late departures or recovery of expenses including obtaining Police assistance to preserve order at or after functions. This includes tampering with or bypassing the noise inhibit music system.

17. Hire Fees

Hire fees plus the damage indemnity deposit are payable not less than four weeks prior to the hire date. Hire rates may be changed at any time. However, three months' notice of such changes will normally be given. The cleaning deposit is required one week before the hire date.

18. Cancellation Policy and Charges

Cancellation may result in hire fees being retained. Appeals may be made in cases of hardship in writing and any decision will be at the discretion of the council. In all such cases an administration fee will be charged.

<i>NOTICE OF CANCELLATION</i>	<i>PAYMENT RETAINED</i>
Less than one month	Full hire fee
Between 1 and 4 months	75% of hire fee
Between 4 and 6 months	50% of hire fee
More than 6 months	Administration Fee of £50.00

Beechen Hall management reserves the right to cancel this hiring by written notice to the Hirer in the event that the premises and/or car park are:

- In use as a Local Emergency Centre because of e.g. a local disaster
- Required for use as a Polling Station for a Parliamentary or Local Government election, bye-election or referendum
- Unfit for the use intended by the Hirer
- Or if:

The Beechen Hall management reasonably considers, in the light of information received after acceptance of the booking, that (i) such hiring may lead to a breach of licensing conditions or other legal or statutory requirement, or (ii) activities deemed to be unlawful or unsuitable may take place at the premises as a result of the hiring. In the case of (a), (b) and (c) above, the Hirer shall be entitled to a refund of any deposit already paid. In the case of (d), the deposit will not normally be refunded. Failure to pay all fees four weeks before the event will result in the event being cancelled due to a breach of contract by the hirer. In no instance shall Beechen Hall be liable to the Hirer or any other person or body for any consequential direct or indirect loss or damages whatsoever resulting from the cancellation.

19. Responsibility of Hirers

- The hirer must be aged 18 or over and must be present at the function
- Hirers are requested to have regard to nearby residents by using discretion in opening doors & windows in warm weather and when leaving the hall at night – minimum noise
- Any audio equipment used must be plugged into the noise-limiting device. Fire doors must not be opened during this time otherwise the audio equipment will automatically shut off**
- Hirers are responsible for their own property and are advised to personally insure items of value for loss or damage in any circumstances
- Numbers shall be strictly limited by the hirer to the following maximums:

Dancing:	200 persons	Seated at Tables:	170 persons
Close Seating:	200 persons	Tables & Dancing:	155 persons
- Hot food should NOT be served after 10.30pm
- Any bar will close no later than the **FINISH** times as shown below:

Monday – Friday	Finish 10.00pm	vacate by 10.30pm
Saturday	Finish 11.00pm	vacate by 11.30pm
Sunday	Finish 8.00pm	vacate by 8.30pm
- Hirers must ensure that all outside bars and outside caterers take away their own rubbish. Any cardboard boxes left by the hirer must be broken down before putting in the receptacle in the kitchen for this purpose. Failure to comply may result in retention of part of the refundable deposit to pay for any costs incurred by the Parish Council in disposing of excess refuse.
- The hirer or their representative assumes the fire safety responsibilities for the hall and the event being held and must familiarize themselves with the layout of the hall, fire exits, extinguishers etc.

THE HIRER MAY WISH TO TAKE OUT INSURANCE IN RESPECT OF ANY OF THE MATTERS TO WHICH REFERENCE IS MADE IN THESE CONDITIONS OF HIRE.

THE HIRER SHALL INDEMNIFY THE COUNCIL AGAINST ANY CLAIM IN RESULT OF INJURY, DEATH, DAMAGE OR LOSS RESULTING FROM ANY BREACH OF THESE CONDITIONS AND THE EXPENSES OF MAKING GOOD THE SAME AND ANY INFRINGEMENT OF COPYRIGHT OR OTHER MATTER.

INFORMATION FOR HIRE

PLEASE READ CAREFULLY AS THIS WILL HELP YOU PLAN YOUR EVENT

We are pleased that you have considered our hall for your event and Beechen Hall requests you abide by the previous conditions and read the following information. We hope your event is both successful and safe.

1: Hall Facilities

- a) a) Main hall – dimensions of 20m by 10m; height 4.03m from floor to middle ceiling and 2.7m floor to lower ceiling. There is a picture rail from which decorations can be hung using blue-tack or the hooks provided. 2.6m from floor to picture rail; the hooks are spaced 0.5m apart. Mirror height to floor 2.6m, actual mirror height 2.5m, width 5.08m. Please note that you **MUST NOT** stick anything to the hall floor or mirrors. If there is evidence of any substance being used you will be charged for the extra cleaning cost to remove any residue.
- b) Acorn Room – dimensions of 9m by 6m.
- c) Versatile lighting in main hall, foyer and acorn room including spot lights.
- d) Illuminated car park for 60 plus cars.
- e) Modern kitchen with 6 burner hob and oven, 9 power points and a wall-mounted water boiler.
- f) Disabled access to hall and a disabled toilet with baby-changing facilities.
- g) Crockery and cutlery for up to 70 place settings. 56 children's plastic cups and 6 jugs. (*Please see reservation form at end of this document*). Please note these are not available if outside caterers are being used for your event.
- h) 16 large (6' L, 2'6" W, 28" H); 16 small (3' L, 2'6" W, 28" H) tables and 180 chairs. Child size chairs and tables to seat 40 children.

2. Hall Deliveries

It is the hirer's responsibility to arrange additional facilities, if those provided do not suit. If additional equipment is being delivered for your event then you must notify and clear this with the parish office, and supply contact details of the company you plan to use. The parish office is only open part time, and delivery/pick up dates/times must be booked with the parish office. Any equipment brought into the hall, e.g. tables, chairs, musical equipment, must be removed at the end of the hire unless prior permission has been received from the parish office for a later collection time. Failure to comply will be considered a breach of contract.

3. Insurance

As part of the hire cost Boxley Parish Council provides Public Liability Insurance, but this excludes bouncy castles. This cover protects the hirer against claims for compensation by the public arising from legal liability for loss or damage to property and/or injury or death to members of the public. Limit of indemnity is £2,000,000 for any one incident (excess first £100). A copy of the insurance cover details will be supplied upon request.

4. On the Day

- a) On the day of your hire you/your representative should arrive at the hall 10 minutes prior to the time shown on your booking form.
- b) Upon arrival you will be welcomed by a member of the caretaking staff who will show you around and handover the hall to you. After this you may begin your set up for your event. Please do not try and do this prior to the handover. Please note that the caretaker will only wait for **15 minutes** after your appointed time unless otherwise agreed in advance.
- c) If you arrive late and have to summons the caretaker, you will be charged an attendance fee of 1 hour's rate of hire.
- d) You will be left with an information file, which should answer any questions that arise throughout the day, and also act as a reminder of the facilities available. Please check the information book prior to summoning the caretaker.
- e) Excessive call outs that are not due to any problem caused by the failure of any of the hall's fixtures and fittings may result in an attendance fee (at £15 p/hr + mileage) being charged. The information should be brought to the attention of your service providers so that they are aware.
- f) Depending on the length of the hire, you may be provided with a key to the front door. The number of the duty officer will always be provided and displayed at the entrance doors.

We kindly ask that the hall is left as it was found, i.e. tables and chairs wiped and stacked away; the hall floor swept; all decorations removed; and a clean kitchen. Failure to do so may result in additional charges.

- a) We kindly ask that hirers take away any glass bottles or cans for recycling. Failure to comply may result in retention of part of the refundable deposit for any costs incurred by the hall in disposing of excess refuse.
- b) Clearing-up generally takes about an hour for large events and half an hour for smaller ones.

Hirers are asked to respect the hire agreement contract, and the hall **must be vacated** by the specified end of hire time. Any departure after that time will be charged at **£36.60 per half-hour**. Late arrival will also incur the same charges.

5. Important Notices

- a) Smoking is prohibited anywhere within the premises
- b) Smoke or mist/water vapour machines, indoor fireworks, confetti and bubble machines are also prohibited due to damage and staining to the hall floor. The hall has a smoke detector which will be activated by this type of equipment. If these are used the hirer will be liable to an extra cleaning or call-out charge.
- c) The use of Drones is not permitted in the hall.
- d) Electrical circuits at the hall are protected by a 30mA trip switch, designed for general use and safety. If a hirer proposes to use electrical equipment within the hall, they must be satisfied that the equipment is suitable for that use. Boxley Parish Council accepts no responsibility for failure of any equipment, for whatever reason.
- e) It is imperative that a hirer ensures their DJ or entertainer does not by-pass the noise inhibitor. If it is by-passed and complaints are made, then the law allows the equipment to be seized and the event being closed. The Caretaker is instructed to turn the electricity off if the instruction is ignored as this is a breach of contract and could lead to the hirers damage waiver deposit being retained.
- f) If a problem occurs during an event and the Caretaker attends, hirers are asked to ensure that they are not abused by drunken guests. Unfortunately, there have been some recent incidents whereby staff have been confronted by drunk guests who are being abusive and aggressive, and this behaviour is not acceptable.

6. 16th, 18th and 21st Birthday Parties

Beechen Hall has a policy and helpful hints leaflet for these events, if you have not received a copy please contact the booking Secretary. Different booking rates apply for 16th, 18th and 21st birthday parties.

7. Car Park

The car park is secured overnight and may not be opened the next day. If any cars are to be left overnight then this should be cleared with the office or the caretaker, so that a single collection time can be arranged.

8. Hall Hire Rates

	Hall & Kitchen	Hall, Kitchen & Community Room
Monday—Friday		
9.00 am-6.00 pm (School Holidays)	£17.50 ph	£29.50 ph
6.00 pm—10.00 pm (School Holidays)	£23.00 ph	£35.00 ph
Saturday		
Day rate 12.30 pm - 11.30 pm	£341.00	£473.00
12.30 pm - 6.00 pm	£27.00 ph	£39.00 ph
6.00 pm - 11.30 pm (16 th /18 th /21 st day rate not applicable)	£35.00 ph £POA	47.00 ph £POA
Sunday		
Day rate 11.00 am - 8.30 pm	£276.50	£390.50
11.00 am - 6.00 pm	£27.00 ph	£39.00 ph
6.00 pm - 8.30 pm (16 th /18 th /21 st day rate not applicable)	£35.00 ph £POA	£47.00 ph £POA

The Community Room is available for hire with main hall at weekends and on its own during the week. The current rate is £14.00 ph (Mon-Fri); £19.00 ph (Sat/Sun). Please contact the booking secretary for availability.

9. Helpful Contacts

The use of any of the below-mentioned services is to be agreed directly between the service hirer and provider. Boxley Parish Council accepts no liability as to the integrity of the facility providers, the availability, quality of service, or to the accuracy of the below-printed details.

This list is provided for information only. If any of the above are no longer available, please inform the parish office on 01634 861237.

Caterers

Whitehead Catering	01795 427950/07960 173808	www.whiteheadcatering.co.uk
Medway Hog Roast	07811 022987	www.medwayhogroast.com
Around Hog Roasts	07972 684332	www.aroundhogroasts.co.uk
Garnishes	01622 430798/07973 855138	www.garnishes.co.uk

Bars

The Three Sisters	07876 231347	www.threesistersmobilebar.co.uk/
Brooks Bars	01622 919 616	www.brooksbars.com/
Elite Events	07835 969594	www.eliteeventsuk.co.uk

Kent Mobile Bars	01227 701042	www.kentmobilebars.co.uk
Kings Arms	01634 717490	www.kingsarmsupnor.co.uk
Purple Fizz	07851 399752	www.purplefizz.co.uk
Music/Discos/DJs		
Song n Dance	07816 549288	www.songndance.co.uk
Bee Jay Entertainments	01634 243262	www.eejayentertainments.co.uk
STN Road show	0800 018 7001	www.stndisco.co.uk
DJ Terry J Lewis	07974 123567	www.djterryjlewis.com
Super Sounds	07540 293801	www.supersoundsdisco.co.uk/
Richie C Disco	01634 222970 /07720 893162	www.richiecdisco.co.uk
Hall Decorations		
The Creative Venue	07746 094021	www.thecreativevenue.co.uk
Stage/Floor Hire		
Starlight Dance Floors	0845 1081842	www.starlightdancefloors.co.uk
Face & Body Painting		
Little Poppets	07932 665516	www.littlepoppetsfacepainting.co.uk
Reptile Parties		
Petaholics	01634 215070	www.petaholicsltd.co.uk
Equipment Hire		
Chic Event Hire	01474 813362	www.chiceventhire.co.uk
Ambassador Furniture Hire	01233 666172	www.ambassadorfurniturehire.co.uk/
Janet's China Hire	01622 844646	www.janetschinahire.co.uk
Swift Hire	07889 770400	www.swifhire.co.uk/
Car Hire & Special Vehicles		
Odds Car Hire	01634 220529	www.oddscahire.co.uk
Bouncy Castle & Soft Play		
Cheeky Charlies Soft Play	07810 411155	www.cheekycharliessoftplay.co.uk
D&E	01634 352647	www.dandebouncycastles.co.uk
Medway Leisure	07976 760472	www.medwayleisure.co.uk
Children's Parties R Us	07955 310434	www.childrenspartiesrus.com
Children's Entertainers		
Mr Fizz/Masks Magic	01634 376153	www.mr-fizz.co.uk www.masksandmagic.co.uk
Simply Fun Parties	07581325878	www.simplyfunparties.co.uk
Ice Cream Vans		
Carol's Ice Cream	07859 052901	www.carolsicecream.co.uk
Cake Makers		
Creating Cakes	01795 426358	www.creating-cakes.co.uk/
Milly Carew	07930 816878	www.millyscakesandevents.com
Miscellaneous		
Dazzitto Photography	07956 382119	www.dazzitto.com