

THE ARNOLD HILLS HALL, PENSHURST
CONDITIONS OF HIRE

The Arnold Hills Hall is Registered with the Charity Commission

Thank you for choosing our Hall for your Function.

By signing the Booking Form on page 2 you are agreeing to the following conditions:-

1 The hired room and facilities must be left clean and tidy.

Please use points a - i below as a check list as you are about to leave the building.

- a) All rubbish, empty bottles, etc. **MUST** be taken away at the end of your hire period
- b) If you need to **clean the main hall floor ONLY WASH with WATER.**
- c) All windows are closed and all hall doors must be shut. Please ensure the back door to the gentleman's toilet is bolted and the front door has the catch down and is double locked using the key.
- d) All lights and electrical equipment are switched off, with the exception of the oil gauge wall socket in the kitchen.
- e) The stage curtains (if used) are closed to adhere to fire regulations.
- f) Items removed from cupboards or storage areas are returned.
- g) Chairs and tables are stacked against the wall at the back of the Main hall.
- h) All kitchen equipment is left clean and tidy ready for the next hirer.
- i) Toilets are flushed and wash basins left clean.

Please leave the Hall as you would like to find it and take all reasonable precautions for care. Thank You

2 Absolutely **no** nails, drawing pins, self-adhesive tape, staples etc. may be used on any of the walls or woodwork. Battens are provided in the Main hall for securing any notices or decorations etc.

3 a) Any electrical equipment used in the hall must be PAT tested (*Portable Appliance Testing*)

b) Any use of the electrics for stage lighting or any other use of the stage fixtures needs the prior permission of Peshurst Amateur Dramatic Society (PADS) . This also includes any temporary electrical installation.

PADS contact no:- Graham Peachey 01892 870831

4 There must be no trailing electrical leads or cables across the floor or from room to room. Electrical fires or Calor / camping gas appliances may not be used.

5 All stairways, passages and doorways must be kept entirely free from obstructions.

6 The **First Aid box** is located in the kitchen.

7 It is your responsibility to read the **Fire Regulations** notice displayed in the Foyer of the hall.

8 **No Smoking is allowed anywhere in the Hall.**

Please go outside the front door to smoke and use the metal smoking bin provided on the wall.

9 The Balcony in the main hall and stage areas may not be used by unaccompanied or unsupervised children. The Trustees will not take any responsibility if this rule is not respected.

10 Should the hired room be left in an unsatisfactory condition the Trustees reserve the right to impose an additional fee, or reduction of deposit refund, for cleaning.

11 Any damage or loss to the building or to its contents, caused by the Hirer (excluding fair wear and tear) will be repaired and / or replaced out of the deposit or from an additional charge, whichever is deemed appropriate by the Trustees. The Hirer must report the damage / loss to the Booking Secretary.

12 The Hall is licensed for the sale of alcohol. If alcohol is to be sold please tick the box on the booking form.

13 Insurance for Commercial hire

Please note that for commercial hire the Hirer must carry their own public liability insurance and any other related insurance policies that are required. Copies of the certificates must be presented to the Trustees before the hire commences. Public liability claims will not be accepted by the Trustees.

Kent Fire Brigade Occupancy Recommendations

Main Hall 120 people (this number cannot be accommodated seated) / Victoria Room 30 people / Library 20 people

Sevenoaks Council approved exit times

Latest Exit Times – Monday - Thursday & Sunday : 11pm and Friday & Saturday : 11.45pm

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DEPOSIT

A deposit is required for Parties, Friday / Saturday Night Functions and Commercial Hire.

A Deposit Cheque for £100.00 payable to ‘Penshurst Village Hall’ is payable in advance of the hire but dated the start date of hire.

The deposit will be returned in full providing all Conditions of Hire have been adhered to and the Hall has sustained no damage or loss. An inspection of the Hall will be made after hiring and providing this is satisfactory the deposit will be promptly returned by post.

KEY

The Village Hall key is located in the key safe. The key safe code will be given to you during the week before your hire. In an urgent situation from the Post Office during opening hours.

*****PLEASE RETURN KEY TO THE KEY SAFE ON THE SAME DAY AS HIRE Thank You*****

Please return the form below with the Deposit to :- Judith Wilson, Booking Secretary
241 Hadlow Road, Tonbridge, Kent TN10 4 LR
01732 851591
pvhbookings@hotmail.co.uk

Arnold Hills Hall Penshurst Booking Form

I have read and understood all the Conditions of Hire and have noted the function of the deposit.

Please tick if alcohol is to be sold.

Please tick if alcohol is to be offered for free.

I enclose my Deposit of £100.00 (where applicable).

Name of Hirer (& Organisation if applicable) _____

Address _____

_____ Post Code _____

Telephone _____ E-mail _____

SIGNED _____ DATE _____