

## **Conditions of Hire**

### **Definitions**

For the purpose of these Conditions of Hire, "Hirer" means the person or organisation to whom this letter and accompanying invoice is addressed, and "Council" means Sevenoaks Town Council, which is the owner and operator of the Sevenoaks Community Centre ("the Centre").

### **Payment**

1. a. The Hirer shall pay a non-refundable deposit of half the cost of a booking within 2 weeks of confirmation of booking and the balance of fees is due 21 days before the date of the event. Please keep to the booked times indicated on the form. Extra time may be available by prior request if the room is not occupied. An extra charge will be made at the same hourly rate if the booked time is exceeded.
- b. At the discretion of the Council for certain events (party, wedding reception or similar) a refundable damage deposit of £250 in cash must be left at the Council Offices 21 days before the date of the party. This will be returned immediately after the event, provided no damage is caused at the Community Centre, all rubbish is removed and the building is not left in a very dirty state.
- c. If the hirer has not vacated the building by midnight, an additional minimum charge of £50 will be invoiced and deducted from the refundable damage deposit. This is to cover additional caretaking costs which are incurred.

### **Additional Facilities**

2. The following facilities are available for your use by arrangement with the Council, but we do need advance notice please:-

Lectern/music stand and attached lamp.

A Korg Digital Concert Piano.

Overhead projector.

Floor-standing projector screen and stand.

Flipchart (paper and marker pens are available at nominal cost).

Shower Room (please bring your own towel and toiletries with you).

Bridge/games tables.

Microwave.

Digital Projector

Additional facilities available in the Main Hall only:-

- Ceiling fans to reduce heat on warm days for our hirers.
- Dimmer lights in the ceiling for more subtle lighting at parties, etc.
- A music cabinet containing various microphones, tape player. CD player
- A loop system (for the hard of hearing).
- An electrically-operated projection screen.

There is no charge for any of the above additional facilities.

### Payment Procedure

3. Please sign and detach the Booking Form and return it to Sevenoaks Town Council at the address overleaf, with your payment. All cheques should be made payable to Sevenoaks Town Council.

### Cancellation

4.
  - a. If the Hirer cancels the booking within 21 days of the date of the event the full fee will be payable.
  - b. In the event of the Council cancelling the booking due to the premises being unfit for its intended use or required as a Polling Station, all fees paid by the Hirer shall be refunded.
  - c. The Council reserves the right to cancel any bookings at any time without incurring any liability to the Hirer.

### Maximum Capacity

5.
  - a. The Reg Quinnell Hall (Main Hall) has a maximum capacity of 300 in a closely-seated audience, 188 seated/dancing combined and 150 seated at tables (these figures include helpers and performers).
  - b. In the Gwyneth Mehew Room (Small Hall) the capacity is 120 in a closely-seated audience, 80 seated/dancing combined and 65 seated at tables.
  - c. The Bar Room has a maximum capacity of 30 people seated theatre-style.

**On no account shall these figures be exceeded.**

## Cleaning and Security

6. All use of the Centre premises and facilities is subject to the Hirer accepting responsibility for returning furniture and equipment to their original positions and for securing doors and windows of the premises as required. **Under no circumstances must the premises be left empty and unlocked.** All users shall leave the premises and surrounds in a clean and tidy condition with all lighting turned off. The crockery/cutlery left in a clean condition. Please put the rubbish in black sacks in our Biffa bin in the car park at the end of the hire period. Please put all **GLASS** into the Greensolve glass recycling bin, please do not deposit any other material i.e. paper/plastic/cardboard etc. as this will result in the contents being rejected for recycling. If you leave the building more than half an hour before your stated leaving time, please telephone the caretaker.

**Saturdays** - The Hirer shall ensure that the playing of music ceases at 11.30pm. This will then allow time for tidying up and essential cleaning before vacating the Centre by midnight.

**Weekdays and Sundays** – The closing time of the premises is 11.00pm therefore the hirer should ensure that they have tidied up and are ready to vacate the premises at this time.

## Gratuities

7. Town Council Staff are **not** permitted to accept gratuities or tips.

## Smoke Machines

8. The building is protected at all times by a fire alarm system. A smoke machine from disco equipment and a number of birthday cake candles will activate the smoke detectors and automatically call the Fire Brigade. Therefore, please do not use these. If the Fire Brigade is called out unnecessarily then charge will become due by the Hirer and deducted from the deposit.

## Bouncy Castles

9. We do not allow Bouncy Castles either inside or outside due to our Insurance requirements.

## Supervision

10. a. The Hirer must be 18 years of age or over. The Hirer must be present at the function/event.
- b. The Hirer shall, during the period of hiring, be responsible for supervision of all persons using the premises and of car parking arrangements for those attending their function, so as to avoid damage, inconvenience, or obstruction to others.

## Parties

11. We are unable to accept any party bookings for youngsters aged 15 to 17 years old.

## Damage

12. The Hirer shall indemnify the Council for the cost of repairing any damage to the building, its contents or grounds during or as a result of a booking.

## Licences

13. The Community Centre is licensed for entertainment and the sale of alcohol. Any hirer planning to sell alcohol **must** inform Sevenoaks Town Council at the time of booking ('sale of alcohol' includes events when a glass of wine is included in the ticket price).

Sevenoaks Town Council has a Designated Premises Supervisor however it remains the responsibility of hirers to ensure the function they hold is properly managed.

A bar may only be operated by a Personal Licence Holder who will be required to present the Town Council with their Licence (a photocopy will not suffice) plus details of other staff who will be serving alcohol, prior to confirmation of the booking.

Hirers may bring in their own alcoholic drink for consumption on the premises but only on condition that it is not sold.

## Insurance

14. The attention of the Hirer is drawn to the need to make private arrangements for insurance in respect of claims which might be made by persons for injury or damage arising out of the hire of the Community Centre (The Centre is insured against any claims arising out of the Council's negligence).

## Use of Premises

15. a. The Hirer shall not sub-let or use the premises for any unlawful purpose, nor do anything to bring onto the premises anything which may endanger the premises, its users, or any insurance policies relating thereto.

All disco and electrical equipment brought into the Community Centre must have a current Portable Appliance Test (P.A.T) certificate. A copy of this certificate must be emailed (council@sevenoakstown.gov.uk), faxed (01732 742577) or posted to Sevenoaks Town Council, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent. TN13 3QG – for the attention of The Administrator, Sevenoaks Community Centre, plus the date of the event.

**The premises may not be hired for discos or parties if an entrance fee is being charged.**

- b. The part of the building hired may only be used for the purpose for which it was originally booked. Use of the building is confined to this area.**

#### Sale of Goods

- 16. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued 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 be the Organiser's name and address, and that any discounts offered are based on actual Retail Prices.

#### Regulations

- 17. The Hirer shall be responsible for the observance of regulations imposed by the Local Authority and the Fire Authority and the Council regarding maximum permitted numbers and other matters.

#### Right of Entry

- 18. **Right of entry to the hall shall be permitted at any time to any member of the Management of Sevenoaks Town Council or delegated person.**

To: Sevenoaks Town Council

Re: Invoice No. ....

I hereby accept the Standard Conditions of Hire for my booking at the Community Centre on..... and enclose payment of £.....

**Please will you provide us with the following additional facilities.**

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.....  
.....

**Please note: Town Council staff are not permitted to accept gratuities or tips.**

**Will this event/function include the sale of alcohol – please see condition 13. Licences above. IT IS ESSENTIAL TO COMPLETE THIS SECTION.** Please tick the box:-

Yes

No

Signed .....

Date.....