**FARNINGHAM VILLAGE HALL; HIGH STREET, FARNINGHAM, KENT DA4 0DH**

 **TERMS AND CONDITIONS OF HIRE FOR VILLAGE HALL**

1. The Hirer must be over 18 years of age.
2. All hirers are responsible for clearing and cleaning the premises prior to leaving the hall. We provide cleaning materials for your use. No booking can be confirmed without the name and telephone number of the person responsible for ensuring the premises are left clean and tidy ready for the next user.
3. Maximum number of attendees is restricted to 100.
4. Decorations must be non-flammable and fixed without damaging or marking walls. No naked flames, candles, tea lights etc are allowed. Smoking within the premises is strictly prohibited. Deep fat frying is not permitted.
5. There is a support line with fixing points around the top of the walls which you may wish to use.
6. All furniture, chairs and tables, must be restored to their usual locations after your event. Only existing FVH furniture may be used within the premises. The use of additional flooring, plinths, tables or any extra furniture is not permitted. Hall furniture must not be taken out, or used outside of, the building.
7. Bouncy castles, inflatable play centres, disco domes are not permitted due to low ceiling height and electrical stage lighting track. Popcorn makers and smoke machines are not permitted.
8. The side room next to the kitchen is the only place where a bar may be set up and it must close by 11.30 p.m.
9. Music must cease by 11.30 p.m. and the hall must be cleaned, cleared and locked by 12.00 a.m. at the latest. Noise levels must be managed and maintained at a level to avoid disturbance to local residents.
10. All rubbish must be bagged. For a service charge of £20 you may leave a maximum of 5 bags in the small wheelie bin outside at the back of the hall. Any extra bags must be removed by the hirer. We will charge £50 for every extra 5 bags left and deduct this from your Refundable Security Deposit.
11. At the end of your event all windows must be fully secured, doors locked, lights turned off (except emergency lighting), and the hall key left on the premises.
12. No parking is allowed on the private road which leads to the resident’s house behind the hall. One vehicle only is allowed for loading/unloading catering equipment, to park at the back entrance to the kitchen inside the yellow line.
13. To sell alcohol on the premises you must get the appropriate Temporary Event Notice (TEN) from Sevenoaks Council to comply with the terms of our Premises Licence. You must provide a copy of the application for a TEN to the Bookings Secretary one month prior to your event
14. A Refundable Security Deposit is required one month in advance of your event in addition to the booking deposit. This is required as security against any failure to comply with the agreed Terms & Conditions of Hire. A bank transfer is preferred but a cheque is acceptable. The deposit will be returned within 2 weeks of the function if all the Terms & Conditions of Hire have been met.
15. To cancel a hiring, notice must be given to the Booking Secretary in writing, at least 28 days before the hiring. At the discretion of the Management Committee, the charge will be limited to the non-returnable deposit paid at time of booking, which is 50% of the hiring fee. Without at least 28 days’ notice the full cost of the hire will be non-refundable.
16. The Management Committee has the right to cancel the hiring if the Hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election or for any referendum or the like, or for any use in connection with a national or local emergency or crisis. The Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever arising as a consequence of any cancellation under this clause, but all monies paid by the Hirer to the Committee by way of hire charges and Refundable Security shall be returned to the Hirer.
17. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever, whether or not it becomes necessary to cancel the hiring at any time but monies paid by the Hirer to the Committee by way of hire charges and Refundable Security Deposit shall be returned to the Hirer in full, unless the unsuitable condition of the Hall has arisen as a result the Hiring.
18. If there is any structural damage caused to the Hall (broken toilets, broken or damaged chairs or tables, etc), the Management Committee reserve the right to invoice the hirer for subsequent repairs should the Refundable Security Deposit be insufficient to cover such cost.

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 **TERMS AND CONDITIONS OF HIRE FOR MARKET MEADOW WITH VILLAGE HALL**

## **Please note the following conditions and ensure that all you**

## **suppliers and your guests are fully informed of them.**

1. The times of your hire are specified on your booking form and all your preparation and clearing up times and activity must be completed within that hire period.
2. Three days are allowed for the installation of the marquee prior to the event and one day for its removal after the event. Any additional time taken or required will incur an extra charge of £50 per day.
3. Your booking includes in your hire price the Village Hall, Main Hall, kitchen, WI room and car park. You must ensure you comply with the Terms & Conditions of Hire for the Village Hall alongside those for the Meadow.
4. All music must cease one hour before the end of your booked hire time. Your guests and those responsible for the music must please be made aware of this.
5. If you require a power supply to Market Meadow you must arrange for this. Please ensure you arrange for sufficient power and plugs for all your needs. It is not possible to use the power from the Village Hall on Market Meadow.
6. If you require furniture on the Meadow you must provide it. Furniture from the Village Hall must not be used on Market Meadow
7. We arrange for the grass to be cut 7 days before an event and it will usually be cut only from the road to the mound.
8. For safety reasons, Market Meadow must be not used as a car park.
9. The Meadow must be left in a clean and tidy state with all rubbish removed. Failure to do this may result in the loss of some or all your security deposit.
10. The Farningham Village Hall Management Committee cannot be held responsible for any damage or theft to equipment left in Market Meadow overnight.