**Farningham Village Hall ; High Street, Farningham, Kent DA4 ODH
Terms and Conditions of Hire ( Updated 25.5.2024)**

1. Once booked a refundable Security Deposit of £250.00 is required one month in advance of your event in addition to the deposit required at time of first booking. A second identical deposit is required if the Meadow is also hired. The deposit is held as security against any failure to comply with these 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.
2. The Hirer must be over 18 years of age. Hire is permitted for most events except parties celebrating 13-21 years of age. The maximum number of attendees allowed is 100.
Hirers are responsible for clearing and cleaning the premises prior to leaving the hall so the name and telephone number of the responsible person must be provided at time of booking. The times of your hire are specified on your booking form. All your preparation, clearing up times and activity must be included and completed within that hire period.
3. If you are arranging any deliveries to the hall for your event this must be within the paid hire time. You must arrange to meet deliveries / suppliers yourself and unload all items. Do not expect or ask our caretaker to do this, it is not his role or responsibility.
4. When fixing decorations please use the support line around the top of the walls which gives useful fixing points. To avoid damage or marking the walls please avoid sticky or penetrating fixings.
Naked flames, candles, tea lights etc are not allowed. Smoking within the premises is strictly prohibited. Deep fat frying is not permitted.
5. 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.
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.
6. Music is allowed until 11.30 p.m. when it must stop.

**Public Performance Licensing**

If you use recorded music, and are a commercial organisation, or someone providing activities such as fitness/social dance classes etc, or someone putting on a private event (clubs, societies, conferences etc) you should obtain a music licence. Call this number for further information 0800 151 2088.

This does not apply if you are hiring the hall for a domestic event (friends and family only) such as birthday parties, weddings etc.

1. The hall must be cleaned, cleared and locked by 12.00 a.m. at the latest. Please ensure noise levels are managed and kept at a level to avoid disturbance to residents.
2. Any electrical equipment brought in by the hirer (or suppliers) must be PAT tested. Your signature to this agreement confirms that PAT testing has been carried out successfully.
3. Furniture is provided for use within the premises. It is not to be used outside the Village Hall building. Please restore all furniture, chairs, and tables, to their usual location after your event.
Additional flooring, plinths, tables, or any extra furniture is not allowed. Bouncy castles, inflatable play centres, disco domes cannot be used inside the hall because of the low ceiling height and electrical stage lighting track. Soft play cushions are allowed. Popcorn makers and smoke machines are not permitted.
4. Parking is not 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.
5. Please bag all rubbish securely. For a service charge of £20 you may leave up to 5 bags in the small wheelie bin outside at the back of the hall. You must remove all extra bags. We charge £50 for every extra 5 bags left and will deduct this from your Refundable Security Deposit.
6. At the end of your event please ensure all windows are fully secured, doors locked, taps are off, lights turned off (except emergency lighting), and the hall key left on the premises. It can be posted through the letter box at the back of the hall.
7. **Cancellations**
If you need to cancel written notification must be given to the Booking Secretary , at least 28 days before the hiring. At the discretion of the Management Committee, the charge will be limited to the nonreturnable 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.
8. Very rarely the Management Committee has the right to cancel the hiring if the Hall is required as a Polling Station for a Parliamentary or Local Government election or by-election; 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 because 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.
9. 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.
10. 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.
11. Village Hall Policies relating to hiring the hall and Meadow can be found via the drop down menu on our website under ‘policies’. Please read these through before your hire

**Farningham Village Hall ; High Street, Farningham, Kent DA4 ODH
 Conditions For Hire of Market Meadow (updated 25.5.2024)**

1. Your Meadow booking includes use of the Village Hall, Main Hall, kitchen, WI room and car park, which are paid for separately. For safety reasons, Market Meadow must be not used as a car park.
You must comply with the Terms & Conditions of Hire for the Village Hall alongside these for the Meadow.
2. Wedding Packages – Up to three days are allowed for the installation of a 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. 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.
3. If you require a power supply to Market Meadow you must arrange this, it usually involves hire of a suitable generator. 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. All music must cease one hour before the end of your booked hire time. Please make your guests and those responsible for the music fully aware of this.
4. 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. The Farningham Village Hall Management Committee cannot be held responsible for any damage or theft to equipment left in Market Meadow overnight.
5. **Cancellations**
If you need to cancel written notification must be given to the Booking Secretary , at least 28 days before the hiring. At the discretion of the Management Committee, the charge will be limited to the nonreturnable 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.
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7. 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.
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