



CONDITIONS OF HALL USE FOR PARTIES & ONE-OFF BOOKINGS – *to be read in conjunction with CVH full terms & conditions.*

Party and One-off hire: the Hirer will pay the hire fee and a damage/cleaning deposit (£200/£100) at time of booking. The deposit will be refunded provided that no damage or loss is caused, the venue has been properly cleaned and tidied and no complaints about noise or other disturbance have been received. Breach of any term/condition will result in the loss of full deposit and may incur further costs. Glass/crockery breakages will be deducted accordingly.

If you are using any **external event organiser/entertainer**, the details of this must be completed on the Hire Request form. Permission for animals at the hall must be obtained from the Secretary.

Cancellations - all bookings: Cancellation with more than 30 days notice will be refunded in full; less than 30 days notice, regardless of circumstances, hire fee will **not** be refunded. Deposits will be refunded in both cases. Late amendments to bookings ie timing/room required may result in additional cost or deductions made from deposit

Age: The hirer must be over 18 years and be responsible for the supervision of the premises and the behaviour of all persons. The Hirer will be charged for any damage, including accidental damage. Any person appearing drunk, under the influence of drugs or behaving in a violent or disorderly way must leave the premises. Unfortunately we cannot cater for teenage or 21st birthday parties

Use of premises: Only use the premises for the purpose agreed and only use the room for which you have paid. **YOU MUST NOT ACCESS, OR USE, ANY OTHER part of the building.** Access to the hall outside the booked date/hours is prohibited without prior agreement from the Secretary. The foyer must not be used as a waiting/congregating area. Access to the Taylor Hall is through the double doors facing the garden and NOT via the foyer.

Animals other than assistance dogs **are not** permitted. Animals may be allowed for specific events, but this requires prior agreement from the Secretary. The Hirer will be responsible for ensuring the animals are kept under control and will have considered potential risks and that appropriate safety measures are in place. Gates must be kept locked at all times any animals are in the garden areas.

The Hirer agrees not to exceed the maximum permitted number of people per room including organiser/performers.

Main Hall: 250 standing, 150 seated in rows, 90 seated at tables (not including the stage)

Taylor Hall: 150 standing, 80 seated in rows, 65 seated at tables

Club Room: 90 standing, 45 seated

Committee Room: 65 standing, 34 seated

Decorations: Do not hang decorations near light fittings or heaters (do not use decorations of a combustible nature).

Please do not use drawing pins, nails, tacks, staples or sticky tape on the walls, floors or other surfaces, use blu-tack for notices/decorations.

Smoke machines are NOT permitted as they set off the fire alarm.

Naked flames (other than small celebration cake candles) and incense sticks are not permitted in the hall. Helium canisters must be taken home.

Helium balloons must be secured with weights; any left on the ceiling, after your hire, will result in a deduction of £40 from your deposit to cover the cost of their removal.

Party poppers and confetti must not be used as they permanently mark the floors.

Do not make any alterations or install any fixtures, attach decorations or other display items to any part of the premises without the approval of the Secretary. Any damage caused to the premises will be charged.

End of hire: At the end of your hire **you must leave the premises and outside/garden area/s in a clean and tidy condition.** Please remove all rubbish (if **outside bins are full you must take this home. Failure to comply will result in deposit withheld**), wipe down table tops and pack tables and chairs away in the correct location and in correct numbers. Use the trolleys provided to move tables and chairs to prevent injury and damage to the floor.

Using the brooms, wet/dry mops, dustpan & brushes provided please sweep and (if required) mop floors. The electric Karcher (Taylor Hall) is a vacuum/mop in one. Please check there is water in the dispenser.

Wipe down kitchen surfaces, oven etc. and make sure fridges have been emptied and wiped out.

Please make sure all windows and doors are closed, lights turned off and, unless told otherwise, ensure the hall is properly locked and secured before leaving. **(The lights in the Main Hall kitchen and entrance lobby are automatic and have no light switch).** If the hall is not left in an acceptable condition CVH will withhold any deposit and additional costs may be incurred.

You must report any faults or damage to CVH Secretary as soon as possible.

Car parking: The access road leading to the village hall must not be obstructed. The car park is for the use of hirers, please park in the marked bays. Vehicles are not permitted on any grassed areas without consent from the Secretary.

Noise and consideration to our neighbours: The hall is in a residential area, including an old people's home opposite. Please ensure noise is kept to a minimum particularly late at night and early in the morning. Please tell your guests to leave quietly.

Car doors banging, head lights left on and loud talk in the car park are disturbing. For safety and in the understanding of our neighbours please do not allow guests to congregate, or play, on or around the car parks.

Complaints from our neighbours WILL result in loss of deposit.

Commercial DJs cannot be hired for bookings in the Taylor Hall and microphones must not be used in the Taylor hall. Small sound systems/phones etc can be used, or the hall's sound system hired, but these **must not** be played outside.

All doors and windows must be closed at 10pm and music turned off at 11pm, events must finish by midnight.

If the Hall is not completely vacated by midnight this WILL result in loss of deposit

PRS/PPL: Please notify the Secretary if music is to be played (this does not apply to parties)

Sale of alcohol: If selling alcohol please obtain consent from the Secretary to apply for a Temporary Event Notice (TEN)

Public safety: Please familiarise yourself with the location of emergency exits and fire equipment (these are shown on plans at hall).

Nominate an appropriate person to act as fire marshal to ensure everyone has been evacuated in the case of an emergency. You must make sure fire doors/emergency exits are kept clear and not obstructed and check there are no obvious fire hazards. Locate first aid boxes.

In the event of fire, or if the fire alarm sounds, call the fire brigade immediately. The fire assembly point is located by the notice board at the far corner of the carpark. As soon as safe to do so you must contact the caretaker 07312 108612 and email the secretary (info@cobhamvillagehall.com) to report the incident.

It is advised that you do not attempt to use a fire extinguisher unless you have had the correct training. You should vacate the building, ensure everyone has been evacuated and call 999.

Heating: Do not adjust thermostats or radiators

Equipment:

Personal equipment and other property left on the premises may incur costs for disposal.

Smoking/Vaping: The hall and its perimeter is a NO SMOKING area. The Hirer shall ensure that anyone wishing to smoke does so beyond the boundary of the hall.

Accidents & Personal safety: You must report any accident, involving injury to the public, to a member of CVH staff or Trustee as soon as possible and record the incident on the accident report form (available from the Secretary).

There is no telephone at the hall, so please bring a charged mobile telephone in case of emergency.

CVH health and safety file is kept in the caretaker's cupboard and is available upon request and on CVH website.

DEFIBRILLATOR is located in MAIN FOYER, ALCOVE BETWEEN LADIES & GENTS TOILETS. It is not locked. An alarm will sound, this is to prevent misuse only, the Defibrillator is ready to be used.

First aid boxes can be found in MAIN KITCHEN, CLUB ROOM, TAYLOR HALL KITCHEN, COMMITTEE ROOM

Hall address for emergency services: COBHAM VILLAGE HALL, LUSHINGTON DRIVE, COBHAM KT11 2LU

Comments: The Trustees welcome comments or observations that you may have about your hire of CVH