

SWANSCOMBE AND GREENHITHE TOWN COUNCIL
COMMUNITY HALLS – CONDITIONS OF HIRE

1. The Premises are not licensed for the sale of intoxicating liquors.
2. Application for the use of facilities shall be made to the Swanscombe & Greenhithe Town Council, Council Offices, The Grove, Swanscombe, DA10 0GA.
- 3a Bookings may be made in advance for a period not exceeding one year to the day from the date of the booking.
- 3b Bookings may not be made by or in the name of any person or group of persons under eighteen years of age. Sixteenth, eighteenth and twenty-first birthday parties are NOT permitted.
- 3c No organisation or individual is permitted to use the Premises for commercial practice without the express permission of the Council in writing.
- 3d ***The use of the outside areas are not part of the hire and emergency doors must only be opened in the case of emergencies.*** The hirer will be liable for the cost of repair to any damage to the outside areas of the halls.
- 3e ***The latest time an event can finish is 9.30pm***, this entails half an hour to clear up and the hall being vacated at 10.00pm promptly. The earliest an event can begin is 9.00am

CHARGES:

- 4a Hiring charges shall be those from time to time determined and published by the Council. Any revision of the level of charges normally operates from the 1st April.
- 4b One quarter (25%) of the total hire charge shall be paid when the booking is made and shall not be returnable in the event of cancellation by the Hirer.
- 4c The balance of the charge shall become payable not later than 14 days before the date of hire.
- 4d A returnable deposit of £150.00 (under 5 hour duration) or £250.00 (over 5 hour duration), cash, payable on all bookings, ***returnable entirely at the Town Council's discretion.***

CANCELLATIONS AND UNAVAILABILITY:

- 5a Cancellation by the Hirer within 7 days of the date shall incur the forfeiture of 50% of the hire charge.
- 5b The Council reserve the right, on giving reasonable notice, to cancel any booking in the event of the Premises being unavailable or required for official or emergency use without incurring liability other than the return of the Hirers prepaid charges. The Premises are not available from 5pm on Christmas Eve, all day Christmas Day, from 5pm on New Year's Eve and all day New Year's Day.

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- 5c Notwithstanding 6a above, in the event of being able to re-let a cancelled date the Council may at their absolute discretion repay a sum equal to, but not exceeding 90% of the total charge to the Hirer. All monies paid may be refunded in the event of bereavement, serious injury or for other compassionate reasons.
- 5d In the event of the Premises or any part thereof being rendered unfit for the use for which it has been hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.

USE OF PREMISES:

- 6a The Hirer shall be responsible for laying out furniture as required and shall vacate the Premises with everything left as found, promptly on cessation of the hire period.
- 6b The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Council shall be at liberty to make an additional charge.
- 6c After use the Premises must be left in a reasonable and clean condition, and any excessive cleaning occasioned by the Hire will be charged as extra to the normal fee (£5.00 per bag). ***Please provide plastic bags for refuse which should be removed from the hall and disposed of responsibly elsewhere. Returning to the Premises on the following day to clear up is not permitted.***
- 6d The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Council. No animals whatsoever are to enter the kitchen at any time.
- 6e The Hirer shall be responsible for compliance with the Fire and Safety Regulations applicable for the hired Premises. Please also refer to condition 6g.
- 6f ***The Hirer shall be responsible for the effective supervision of the arrangements and activities in the Premises during the period of hire, and for the prevention of disorderly behaviour so as to ensure that no nuisance arises to local residents. The Hirer must not be leave the Hall unattended at any time during the period of hire.***
- 6g The Hirer shall not on any account introduce or allow to be introduced into the hired Premises any gas cylinders, containers of noxious substances, machinery, equipment or furniture of any kind which constitutes a fire or safety hazard including catering equipment other than that already provided in the kitchen or the wider premises.
- 6h ***The Hirer shall be responsible for the compliance by all persons under his/her control*** with the regulations and instructions from time to time in force governing the use of the Premises, their surroundings and equipment. ***The Hirer shall in this and all other respects read and observe notices posted in and around the said Premises for this***

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purpose and follow instructions communicated by employees of the Council. ***Failure to adhere to this may result in loss of all or part of the cash deposit.***

- 6i The hire applies to kitchens, cloakrooms, hall, toilets and access thereto. Areas outside of the hall are NOT included in the hire.
- 6j No streamers or plastic spray cans, etc allowed in the halls.
- 6k Bouncy Castles are not permitted to be used.
- 6l Decorations - No bolts, nails, tacks, screws, bits, pins or other like objects are to be driven into any part of the Premises nor is any adhesive substance to be attached to it. Any damage to paintwork resulting from decorations will result in loss of all or part of the cash deposit.

INDEMNITY:

- 7a The Hirer shall indemnify the Council for the cost of repair of any damage caused to the Premises, goods, chattels, apparatus or appliances either of the Council or of any other person or persons during the period of or arising in connection with the letting.
- 7b The Council does not accept responsibility or liability for the loss or damage to any property or belongings left on the Premises by the Hirer.

INSPECTION:

- 8 The Council reserves to the Clerk, or any such authorised representative, the right of entry and inspection of any hire at any time.

PUBLIC INTEREST:

- 9a The Council reserve the right at their absolute discretion to refuse a booking if they consider it to be against the interest of the local residents or the public at large, or if they consider it to be likely to bring the Council, their employees or their Premises into disrepute.
- 9b Any act in default or misrepresentation of the purposes of the hire may give rise to proceedings on the part of the Council.

AGREEMENT PERSONAL TO HIRER:

- 10 The benefit of the Agreement is personal to the Hirer and not assignable or capable of being sub-hired for the observance of these and any additional conditions imposed for the notice of acceptance.

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CAPACITY (Standing):

Not to exceed: 50 people Church Road Hall
 80 people Town Council Offices Community Hall

CAPACITY (Seated):

Not to exceed: 40 people Church Road Hall
 60 people Town Council Offices Community Hall

TOWN COUNCIL OFFICE:

Mon, Tues, Thurs, Fri - 9.30 am – 1.00 pm and
 2.00 pm – 4.00 pm
Weds By appointment only.
Tel No: 01322 385513

CARETAKERS:

Church Road Hall DA10 0HF Out of Hours	Name: Sam Jones Tel No: 07732 174720
Town Council Community Hall DA10 0GA Out of Hours	Name: Stan Lines Tel No: 07514 669327