Cudham Community Centre Trust

Chairman: John Partridge Treasurer: Steve Cooper Secretary: Judy Grimshaw

CUDHAM PARISH HALL CONDITIONS OF HIRE

The 'hire of the hall' shall consist of the hall, cloakrooms, stage, kitchen, tables, chairs, lighting, heating and cooking facilities. If required a list of kitchen equipment, crockery and cutlery can be supplied. The maximum number of persons in the building to be 100. The hirer will be allowed entrance to the hall 30 minutes before the booked time plus allowed 30 minutes clearing up at the end of the event.

The 'Hirer' shall be the person in whose name the booking is made and shall be responsible for any damage caused. He/She must be at least 25 years of age.

The total hire charge is due on receipt of the booking form. Of this total £25 is a non returnable deposit which will be retained should the hirer cancel.

An additional special deposit of £100 shall be made in cash on receipt of the keys. This deposit will be returned (not later than the day following the function) when the Cudham Community Centre Trust is satisfied that no damage for which the hirer is responsible has been caused and no additional cleaning is required. All rubbish to be removed – failure to do so will result in a charge of £20.

The Cudham Community Centre Trust accepts no responsibility for theft, loss or damage during the period of hire.

LICENCES

The hall is licensed jointly by The Performing Right Society (PRS) for live music and Phonographic Performance Limited (PPL) for recorded music.

The Hall is not licensed for the supply of alcohol and Regulated Activities. Alcoholic beverages **MAY NOT** be sold on the premises without prior agreement of the Trust.

The sale of alcohol and the licensing of Regulated Activities (set out below) are permitted by means of a Temporary Event Notice (TENS), available on application from the LB Bromley by post or online at www.gov.uk/apply-for-a-licence/temporary-event-notice/bromley/apply-1

TENS are **NOT** required for private functions, unless Alcoholic beverages are to be sold.

Responsibility for obtaining a TENS rest with the hirer; the licence must be shown to a representative of the Trust before the keys are handed over.

Regulated activities are

- Performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling event
- A performance of live music
- Any playing of recorded music
- A performance of a dance

Entertainment of a similar description to the last 3 bullet points

HEALTH & SAFETY

Smoking is not permitted in the Hall.

If required, hirers are allowed to use nightlights in holders but candles or other naked flames are not permitted

Electrical equipment (other than that provided by the Cudham Community Centre Trust) may be used only if agreed by prior arrangement and if all wiring and connections conform to current electricity regulations.

The Hall shall be vacated by the end of the period of hire as stated on the booking form and the Hirer shall be responsible for the removal of all his property and equipment by that time. The Premises must be left clean and tidy, fridges, sinks, ovens and hob to be cleaned if used. Rubbish sacks, broom and mop are supplied. The hirer is responsible for providing tea towels, dish cloths and oven gloves.

No function, performance event or other activity for which the Hall is hired shall continue later than 11 pm except by prior arrangement.

The Cudham Community Centre Trust reserves the right to vary the above conditions, to refuse any booking and to vary the charges for the hire of the Hall at any time

ACCESS

The rear of the Hall provides access to the Hall by the key. This is also the temporary access route for those with restricted mobility. The main doors at the front of the Hall are opened and closed from inside. Hirers must ensure that these door are secure and the rear door is locked on vacating the premises.

Both of these exits are emergency exits. The Assembly Point is by the shed at the back of the building. There is a plan on the notice board in the Hall.

CAR PARKING

Users of the hall are respectfully requested to use the parking area around the Hall and NOT to block the driveway which must have access to the property at the rear of the Hall at all times.

Please note the slip road in front of the housing beside the entrance to the hall is PRIVATE and MUST NOT BE USED.

(05.09.14)