

## ASH VILLAGE HALL- INFORMATION FOR HIRERS

### Hirer to retain for further reference

**NO SMOKING IS ALLOWED ANYWHERE ON THE VILLAGE HALL PREMISES**

### Hire of the Hall

A table of hire charges is displayed on the notice-board in the Hall lobby. All hire charges are due and must be paid (with any deposit against damages, if required) at the time of booking. **This deposit must be paid 7 working days before the hiring at the latest or the booking may be cancelled.** The full fee is payable on a provisional booking; if it is later cancelled and the premises are re-let the fee may be refunded.

Crockery and cutlery (100 place settings) are available to Hirers for use in the Hall, on request, at no extra charge but bring at least 6 tea towels to dry up after use. All breakages must be paid for.

### Opening and Closing the Village Hall

The Hall keys will be available from **Mr T Jones, The Crest, Moat Lane, Ash, CT3 2DQ (Tel. 07808 934482)**  
**Or Mrs L Layton (Tel. 07799 814280)**

Once the Hall has been locked the keys must be returned there **immediately**.

Hirers may only enter and remain in the Hall during the specified hire period.

Before leaving the Hall all areas of the premises (including store room and toilets) must be checked to ensure that no persons are left in the building. All fire exits must be checked and all lights must be switched off. An additional charge will be made if they are left on.

**ALL FIRE DOORS MUST BE CLOSED PROPERLY**

Please telephone **Mr T Jones 07808 934482** in case of difficulty.

### Licenses

The Hall is licensed by Dover District Council for public entertainment as follows:-

- Monday to Saturday (music, plays & dancing) between noon and 11.45pm
- Sunday (music & plays - no dancing) between noon and 10.00pm

No public entertainment may take place on Christmas Day or Good Friday.

Alcoholic drinks may not be sold on the premises unless a Temporary Events Notice (TEN) has been obtained **by the Hirer** from Dover District Council Licensing Department (Direct Line 01304 872295) for which 10 working days notice is required. For further details go to [www.dover.gov.uk/Business/Licensing](http://www.dover.gov.uk/Business/Licensing)

Alcohol may be drunk on the premises without a license if it is offered, free of charge, by the Hirer or if it is brought in by individuals for their own consumption.

### Safety

The maximum capacity of the Hall (as permitted by Dover District Council) must not be exceeded.

Closely seated-200

Dancing-200

Seated at tables-120

Seated/dancing-145

Exhibitions-85

In the event of a fire or gas leak the Hall should be evacuated in an orderly manner using the appropriate exits. For fire, call the Fire Brigade by dialling 999. For gas leaks, call Transco on 0800111999

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests.

A first aid box is located in the cupboard under the left-hand sink in the kitchen.

The Village Hall's accident book is located in the kitchen cupboard under the sink. All accidents must be reported to the Safety Officer **Mr C Burnside 01304 813138** within 24 hours.

### **Tables and Chairs**

When over 100 are seated for a concert, play or meeting chairs must be fixed together in units between 4 and 12. Gangways must be kept clear and must be at least 1070mm (3'6") wide.

At the end of the hire period chairs should be stacked in groups of 6. 48 chairs must be placed at the back of the Hall. The remainder are placed in the store. Tables should be wiped clean, placed in the store and restraining chains fixed.

### **Kitchen**

Hot tea and coffee should, where possible, be served from the serving hatch. No children should be allowed into the kitchen except for educational purposes when supervised by a responsible adult.

### **Library room**

Hirers of the Library Room must replace tables & chairs in their correct positions and lock the door. Only the kettle provided in the Library kitchen may be used in the Library.

### **Heating**

The heating controls for the main hall are located at the rear of the hall.

### **Hall Telephone**

The Village Hall has **no telephone**. You are advised to bring a fully charged mobile telephone for use in case of emergency.

### **Car Parking**

The Hall car park is for the use of hirers of the premises and users of the County Library. Please park carefully so as not to obstruct access to the public car park or access by emergency services. Hirers are responsible for unlocking the bollards at the start of the hire period and re-locking them at the end. Throughout the duration of the hire period the bollards **MUST** be locked into their storage positions. Failure to do so could result in their being stolen or damaged. In such an event the Hirer will be responsible for the cost of replacement.

### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. (See Para. 24 of standard Conditions of Hire)

Please leave the Village Hall clean and tidy and take **ALL** your rubbish away. (Some black plastic sacks are provided in cupboard under left-hand sink in kitchen). Do not leave rubbish bags anywhere in the vicinity of the Hall: this is not only a fire hazard but also attracts vermin.

### **Faults/ Damage**

No nail, tack, screw or pin may be driven into any part of the premises or any notice or other article to be fixed to the walls by Blu-Tack or otherwise. (See Para. 26 of standard Conditions of Hire)

Please report any faults or damage to the Chairman **Mr T Jones 01304 812076/07808 934482** as soon as possible so that they can be rectified quickly.

### **Comments**

The Management Committee hopes that your event is successful and that the Hall meets your needs. We welcome any comments or observations that you may have about the hiring of the Village Hall.