



# Hawkhurst Parish Council

## Terms and Conditions of Hall Hire

**Valid from 1<sup>st</sup> April 2020**

1. The person hiring the property ('The Hirer') must be 18 or over and will be held responsible for observing the following regulations.
2. There must be 1 adult to every 10 under 18's at any one event.
3. Payment must be made 48 hours in advance of any hire unless otherwise agreed by Hawkhurst Parish Council. (The Council)
4. The Council has the right to charge a security deposit.
5. The hirer will be liable for all damages or loss found to have been caused to the property; fixtures or fittings and equipment during the period of the hire. This also includes any actions taken prior to the hire which relate to the hire.
6. All damage must be reported to the Parish Clerk within 72 hours of a hire.
7. Nothing must be fixed to the property in any way that causes damage.
8. It is a strict and imperative condition of any hire that no smoking is allowed in any of the Council's buildings. If evidence is found of smoking, then the hirer will be liable to an extra charge as decided by the Council.
9. None of the Council's properties are licensed for the sale of alcohol. If you wish to sell alcohol you must obtain the Parish Council's permission before making an application for a licence and you must provide the Council with a copy of the licence in advance of the event.
10. You must obtain a Performing Rights Licence if required.
11. The hall must be left in a clean and tidy condition after the end of each hiring. All rubbish must be placed in the proper place, the floor swept and the toilet floors mopped. All chairs, tables etc. must be stacked neatly in their original place. If the hall is left in an unsatisfactory condition, then an additional charge may be made.

12. All surplus jumble and your own equipment must be removed from the Council's property at the end of the hire. Failure to do so will result in an extra charge being made.
13. The property must be clear by the end of your hire period. If you hire the property in the evening, then you must be clear of the premises by 23:00. Extensions to midnight will be considered for an extra charge. Under no circumstances will an extension be given for Copt Hall.
14. You must not allow more than the maximum number of people into a Hall Capacity.
  - Copt Hall - 70 people.
  - King George V Field Sports Hall - 40 people.

The information is also displayed on each property's notice board.

15. The Parish Council has the right to change the hire fees and any other charges at any time without notice.
16. The Council has the absolute right to refuse any booking without giving a reason.
17. The Council is not liable for loss theft or accidental damage caused to your property or possessions during the hire, whether in the Hall or car park.
18. Proof of hire of the Council's facilities must be produced by you upon demand by any Officer or Member of the Council.
19. If you wish to cancel your booking you must do so at least 48 hours in advance making allowance for weekends and public holidays when the Clerk's office is not open. If you do not cancel a booking at least 48 hours in advance, then you will be liable for the full cost of the hire.
20. By hiring the hall, you agree to these conditions which may not be varied without the express written agreement of the Parish Council.
21. We will only use details to contact you regarding the hall hire. Please see our policy on Data Protection on our website.

Signed on behalf of Hawkhurst Parish Council..... Date.....

Signed on behalf of Hirer..... Date.....

**Please return to:** Hawkhurst Parish Council,  
The Office at the Moor,  
Hawkhurst, Kent TN18 4NT

Tel: 01580 752058

Email: office@hawkhurst-pc.gov.uk