



Terms & Conditions – Event Hire

1. The club is responsible for the general supervision of the premises, except when the premises are hired out when this becomes the responsibility of the hirer.
2. The Hirer must be over 21 years of age and will be responsible for the conduct of the minors present at any event. Admission must be refused if it is suspected that the consumption of alcohol or drugs by minors has taken place prior to the event.
3. In any hiring where there are children or vulnerable adults involved the staffing / supervision levels must be appropriate to the age and number of children and at no time will any child be left in the premises without two adults present.
4. The Hirer is responsible for enforcing the “Non Smoking” policy.
5. Organisations or individuals hiring the hall will be held responsible for defraying the costs of making good any damage or loss incurred to the building, floors, fixtures, equipment and fittings during this period of hire. A returnable deposit of £100 is payable and will be returned if no damage has occurred and the building has been left cleaned and all rubbish taken offsite.
6. The Hirer is responsible for switching off the lights and locking all doors on leaving the premises.
7. Please make every effort to limit the noise before, during and after events especially at late hours.
8. **Booking Fees and Cancellation** All applications for hiring must be made initially to the Events Manager not later than 14 days prior to the event. For cancellation bookings refunds of fees will only be made if fourteen days’ notice is given. Consideration for refunding fees will be given if the venue is re-let for that date. For all day bookings a 3 month cancellation notice is required.

Booking time must allow for setting up and taking down of equipment disco etc.

As a directive of the fire officer, the following maximum attendance figure of one hundred (100), events must be rigidly applied for any function.

9. **Licensing and Bar Facilities** – When a licensed bar is in force intoxicating alcohol must not be obtained elsewhere and brought into the venue.

| <u>Licensing Hours</u> | <u>Friday</u> | <u>Saturday</u> |
|-------------------------------|----------------------|------------------------|
| Last orders | 22:45 | 23:15 |
| Bar closes | 23:00 | 23:30 |
| Event Closes | 23:30 | 12 (Midnight) |

Cost of bar staff is £10 per hour per bar staff required.

10. **Conditions of Hire** – Whenever the venue is let for a private function no admission charge, either at the door or by ticket prior to the event can be made.

Whenever the venue is let for a public function the organisation making the booking must appoint at least five (5) adults stewards over twenty one (21) to maintain good order. For dances and discos a minimum of eight stewards must be appointed.



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Stewards at discos or dance must be available to advise on parking of cars.

No admission after 22.30pm to dance or disco.

Stewards to be re-deployed at end of disco and dance to advise patrons to leave quietly.

Other hirers are responsible for advising guests to leave quietly after a function.
Please be mindful of local residents and ensure in no way they are disturbed.

All hirers shall appoint a designated person to be responsible for fire safety and should point out to all in the building the fire exits and the position of fire extinguishers. They should also explain that in the event of a fire the assembly point is the car park to the right of the Pavilion . The designated person is responsible for conducting a roll call and advising details to the emergency services as necessary.

Bar spillages must be avoided as far as possible, but if they do occur all liquid must be cleared up immediately.

Electric lamps must not be removed or any fixtures or fittings altered or removed without first obtaining permission form the Events/Bar Manager.

All electric equipment brought into the venue must comply with current PAT testing standards.

Abusive language is prohibited.

Motorcycles or bicycles are not allowed in the premises.

Articles left in the premises are entirely at owner's risk. The Edenbridge RFC committee, or employees cannot be held responsible in any way for articles lost, mislaid or stolen and no application for reimbursement will be entertained.

If decorations are to be deployed, the hooks provided should be used and under no circumstances should blue tack, cellotape or drawing pins be used as this will avoid damage to paintwork.

All organisations or persons hiring the hall do so on the understanding that they have read the Conditions of Hire and agree to comply with the same.

In the event of a clash of bookings priority will be given to local community and charitable events over those of a commercial nature.

Hirer Name: _____ Hirer Signature: _____

Hirer Contact Details _____

Date: _____