

KINGS HILL CENTRE

70 GIBSON DRIVE, KINGS HILL, WEST MALLING, KENT, ME19 4LG

CONDITIONS OF HIRE

1. BOOKING APPLICATIONS AND FEES

- (a) A deposit of £100.00 shall accompany Booking Forms for all functions except for Children's Parties (Under 11's) where a £25 deposit is required.
PLEASE SEE NOTE (c) FOR BOOKINGS MADE LESS THAN THREE MONTHS IN ADVANCE.
- (b) **In all cases (except Block Bookings) the full fee (100%) shall be paid three months before the date of hire, together with an additional £100 deposit which will be returned less any deductions for damage, breakage's and loss, etc., approximately 14-21 days after the function**
 - **FOR FUNCTIONS WHERE SECURITY IS REQUIRED A NON- REFUNDABLE FEE OF £100.00 IS APPLICABLE.**
- (c) **The Committee may deduct from the deposit held, any expenses incurred in engaging Police Officers to preserve order prior to, during or after any function in the Centre.**
- (d) **Should the hirer cancel his/her booking and the accommodation cannot be re-let, the hirer shall forfeit the entire booking fee. The Kings Hill Centre Committee may, in exceptional circumstances, waive or modify this condition.**
- (e) **Kings Hill Centre Committee reserves the right to change the Hire Charges at three months' notice.**
- (f) **The Kings Hill Centre Committee or its Officers reserve the right to refuse, cancel or terminate any functions or bookings at their discretion.**
- (g) **BANK HOLIDAYS: rate to be negotiable.**
- (h) All cancellations and amendments to confirmed bookings, must be made to the Booking Clerk in writing.

2. RIGHTS OF ENTRY

- (a) **It is the duty of Hirers of the Centre, or any part thereof, to ensure that the only persons present on the premises are those having connection with a function taking place in the Centre, and that all facilities, including coinbox telephone and toilets, are used specifically by the said person.**
- (b) **The right of entry to the Centre is reserved to any member of the Kings Hill Centre Committee or its Officers at any time.**

3. RESPONSIBILITIES OF HIRERS

- (a) **The person signing the booking form must be 18 years of age or over and must be present at the function.**
- (b) **Organisers of any function and individuals hiring the Hall are asked to co-operate by having regard for the well-being of nearby residents by using discretion when leaving the Centre late at night, causing as little noise as possible.**
- (c) **The Committee cannot, under any circumstances, accept responsibility in respect of any loss or damage to property, or articles placed or left upon the premises by, or on behalf of, hirers or any other persons in connection with a function. Hirers are therefore advised to personally insure any items of value against loss or damage.**
- (d) **All items brought into the Hall by the hirer must be taken away on the day of the hire, unless special dispensation has been granted by the Committee or its Officers.**
- (e) **Any complaints should be made in writing to the Booking Clerk within 48 hours of the function.**
- (f) **Organisers, or their Agents, and individuals hiring the facilities are responsible for ensuring that the behaviour of persons present at their function, both inside and in the vicinity of the Centre, is of an acceptable standard and in no way detrimental to the enjoyment of others present in the Centre.**
- (g) **Hirers are requested to provide an estimate of the numbers attending a function. This information must be received at least fourteen days prior to the date of the booking and should be as accurate as possible.**
- (h) **Hirers must leave the Hall in an acceptable condition, closing windows, turning off the lights, water heater & extractor fan if used.**
- (i) **The hirer must clear the Fridge after each event.**
- (j) **No children are allowed in the Kitchen for Health & Safety reasons.**
- (k) **Kitchen is for food assembly only.**
- (l) **Hirers are required to ensure that they and their guests observe the NO SMOKING policy in operation in the Centre.**
- (m) **Do not put posters etc., on the walls.**

4. OBSERVANCE OF STATUTORY REGULATIONS

- (a) **No function shall terminate later than 12.00 midnight from Monday to Saturday.**
- (b) **All musical functions on Sundays must cease at 21.00.**
- (c) **No dancing is permitted on Sundays, Good Friday or Christmas Day.**

- (d) Any application for special dispensation to extend these hours should be made to the Booking Clerk.
- (e) In observance to the Fire Regulations, the following limitations of numbers must be strictly adhered to:-

LARGE HALL

For a Dance, party or similar function: Maximum 200 persons

For closely seated audience, e.g. stage plays: Maximum 200 persons

For Banquets, Dinners, etc: Maximum 135 persons

SMALL HALL

For a Dance, party or similar function: Maximum 150 persons

For closely seated audience, e.g. stage plays: Maximum 150 persons

For Banquets, Dinners, etc: Maximum 75 persons

- (f) The Hirer shall not use the Hall, or permit it to be used, for a performance of any dramatic, musical or other work, or delivery in public of any lecture in which copyright exists, or in any manner infringe any existing copyright.

The Hirer shall indemnify the Management Committee against any sums of money, which the Committee may have to pay by reason of any infringement of copyright, Performing Rights or any other rights occurring during the period of hire.

- (g) It is the responsibility of the Hirer & Organiser of a Stage Show to comply with all regulations issued for the Public Performance of a Stage Play.
- (h) Any Performing Rights Society forms applicable to a function must be completed and returned to the Office before the day of hire.
- (i) All external doors must be closed at 10.45 p.m. in compliance with the Public Entertainments Licence Clause 49:
- (j) No person under 18 may consume alcohol on the premises
- [k] No alcohol may be sold on the premises by any person other than a Licensee.

**Kings Hill Centre Committee
April 2002**

