

Goudhurst Village Hall
The Plain, Goudhurst, Kent TN17 1AT

Charity no: Charity no: 1193584

Bookings Officer: gphbookings@outlook.com

Secretary: gphtreasurer@outlook.com

GOUDHURST VILLAGE HALL INSTRUCTIONS FOR HIRERS

***Thank you for booking Goudhurst Village Hall for your event.
We hope you have an enjoyable and successful event!***

The **Instructions for Hirers** document is important and contains the details you need to know in respect of your booking. If, having read the Instructions, you have any questions, please do not hesitate to contact the Booking Officer via email:- gphbookings@outlook.com

LETTING AGREEMENT

Please contact our Booking Officer (gphbookings@outlook.com) for information on how to complete the **Letting Agreement** and for payment details for the Hire Fee and deposit. **Please note, booking periods must include preparation and clear-up time. You must not enter the hall or remain in the Hall outside the times you have booked.**

DAMAGE DEPOSIT

The deposit is intended to cover the cost of any damage or breakages, or any extra cleaning costs if the Hall is left in a messy condition. Please leave the Hall as tidy as you found it - the deposit will be returned to your account after the event.

HALL KEY

The key to the Hall will be available for collection from the key press at the entrance and the details for obtaining it will be advised prior to the event. **The key must be returned to the key press immediately after use as** it may be required by another user – unless an alternative arrangement has been agreed in advance by the Booking Officer

FIRE EXITS

Below is a plan showing the Hall layout and the Fire Exits. If you are intending to decorate the Hall for your function, it is important that you take great care not to allow access to the exits to be obstructed in any way. The

plan below shows the **FIRE EXITS**. Please ensure these exits are kept free from obstructions (inside and out) when the hall is occupied.

HALL CENTRAL HEATING

The heating is controlled by a boost button in the cloakroom which allows for the hirer to set the heating for up to 2 hours at a time and can be reset if required

SMOKING

In compliance with the law, the whole building is a **'NO SMOKING AREA'**. This includes all rooms including the toilets.

FIRE ASSEMBLY POINT

The fire assembly point is **on the green, opposite the hall, by the village pond**. Hirers should familiarise themselves with its location.

OFFICIAL DOCUMENTATION

The fire assessment file and all Health & Safety details are kept next to the first aid kit in the kitchen.

FIRE EXITS

We would like to remind you of the requirement to ensure the fire exits are kept clear of **all obstructions** and the 'fire exit' signs are kept visible from anywhere in the hall. This is a legal requirement.

ALCOHOL

If alcohol is to be sold on the premises, a licence issued by The Licensing Partnership, P.O. Box 182, Sevenoaks TN13 1GP must be obtained. (Contact Tel: 01732 227004/Email: licensing@sevenoaks.gov.uk.) This requirement applies to all users of the hall - commercial, private, charitable users, etc. If no charge is made for alcohol served in the hall then no licence is necessary.

STILETTO HEELS

The wearing of stiletto heels is causing considerable damage to the wooden floors, any steps to minimise this damage will be appreciated.

WASTE

To comply with new waste disposal regulations, please:

Put your rubbish in the appropriate green wheelie bin at the rear of the Hall. The key can be found in the kitchen area, near the back door. Small quantities of **GLASS BOTTLES, CANS, and PLASTIC** bottles may be

placed in the small recycling box alongside the refuse containers, although we would ask hirers to please take these away with them for recycling, if possible. Thank you.

MUSIC & FINISHING TIME

To avoid any aggravation towards residents in the vicinity of the hall, please keep volumes down to a reasonable level. No music should be played after 23.45. The Hall must be cleared-up and emptied immediately after this and **before** midnight.

DAMAGE DEPOSIT

For events lasting more than three hours, we require a deposit of £400 which will be returned following the satisfactory return of the Hall in a clean and tidy condition, immediately after the hiring event

Thank you for your co-operation in helping us to keep our valuable Parish asset a safe, pleasant and enjoyable environment.

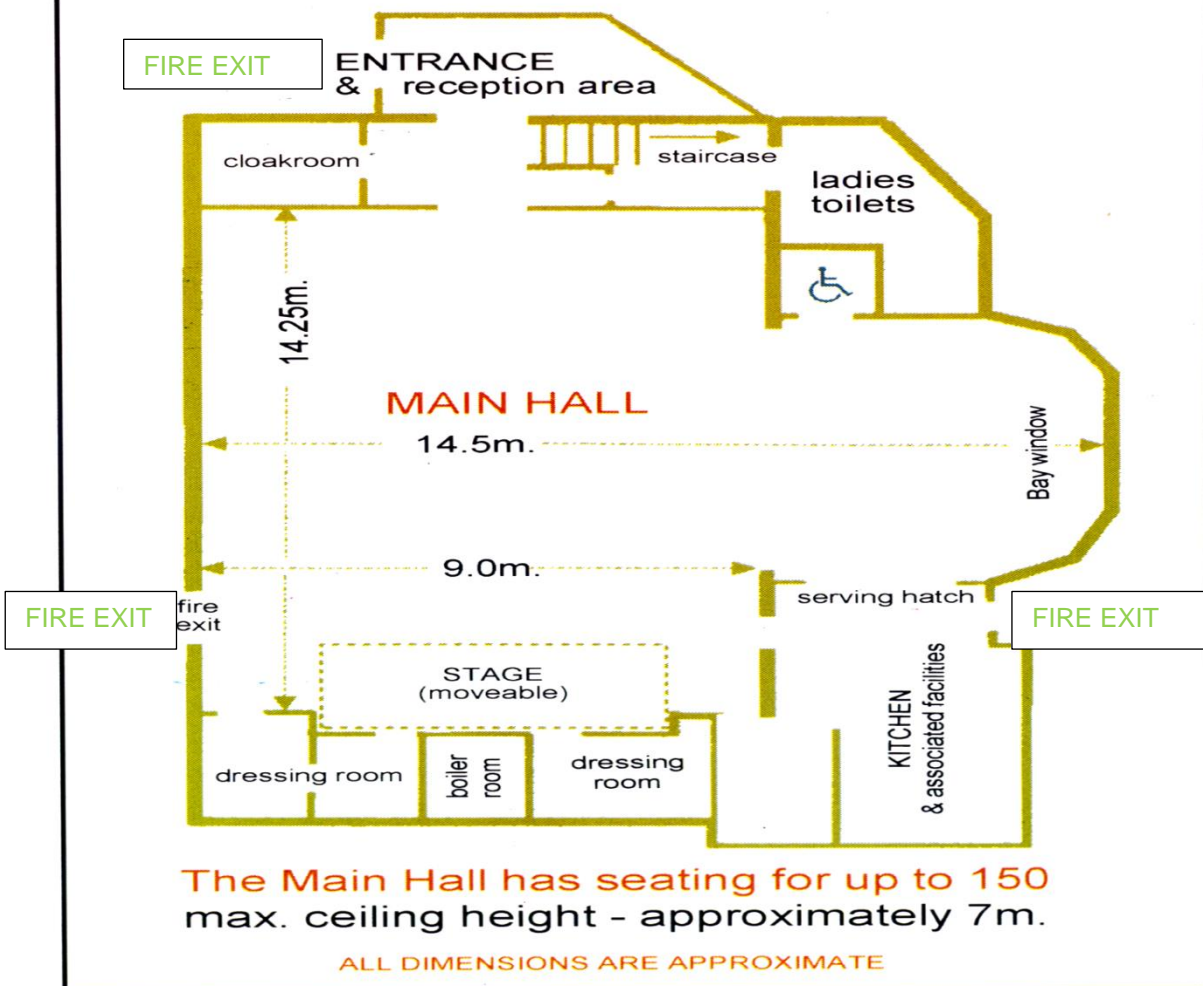
We hope that you have a successful and enjoyable event!

The Booking Officer, Goudhurst Village Hall;
Email: gphbookings@outlook.com

UPPER FLOOR



GROUND FLOOR



GOUDHURST VILLAGE HALL - PLAN AND FIRE EXITS