

# BOROUGH GREEN PARISH COUNCIL (BGPC)

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PO Box 635  
Sevenoaks  
TN15 8HB

ESTABLISHED 1934

Date 1<sup>st</sup> June 2023

## Terms and Conditions for the Hire of Potters Mede Hall and the Taylor Room

### Bookings and Costs

1. Requests to hire Potters Mede Hall or the Taylor Room must be made in writing via email to the Clerk.
2. The Hirer must be at least 21 years of age.
3. The person making the request to hire Potters Mede Hall or the Taylor Room shall be deemed to be the hirer and will be personally responsible for compliance with these conditions of hire.
4. These T&Cs shall be available for inspection by potential hirers on the Parish Council website.
5. The costs of hire can be ascertained from the Clerk.

### Payments

#### One-Off Hirers/Events

6. Payment in full must be received by BGPC prior to the event via BACS. A discretionary deposit, to be paid in advance, may be applied to the hire.

#### Regular Hirers

7. The Hirer must confirm the extent of their usage of the Hall or Taylor Room for a month by the 7<sup>th</sup> day of the following month by email to the Clerk. The usage must include the following information - date/hours/times.
8. Following confirmation of usage, the Clerk will forward an invoice to the Hirer.
9. Payment in full must be received by BGPC no later than 14 days of receipt of the invoice.

### Cancellations

10. Cancellations must be received by the Clerk via email no later than 10 days before the date of the hire or the full charge will apply.

### Hirer's Responsibilities

11. The hirer accepts that BGPC is absolved of any responsibility in relation to the loss or damage of personal property that may occur because of the hire of the Hall or Taylor Room. This applies to property owned or controlled by the hirer or any other person who uses these facilities because of the hire.
12. Regular hirers are expected to have their own Public Liability Cover to offer protection against claims for injury or damage for which they are liable.
13. The Hirer accepts responsibility for the behaviour of all Hall users (during the period of hire) and for the cost of any damages and/or breakages of BGPC property.
14. The Hirer is responsible for any unnecessary discharge of fire extinguishers.
15. At the end of the letting all chairs and tables must be wiped clean and returned to the storeroom. The Hall and the Taylor Room must be left in a clean and tidy state and spillages wiped up.
16. All lighting must be turned off, window shutters closed, doors and gates locked.
17. When leaving the Hall or Taylor Room these premises must be checked to ensure that they are free of persons no longer entitled to be on the premises.

18. It is the responsibility of the Hirer to remove all rubbish from the Hall or Taylor Room and either use the bins or take it away with them. Where re-cycling bins are available these must be used to separate the rubbish.
19. Potters Mede Hall and the Taylor Room are no-smoking areas.
20. When the use of the Hall or Taylor Room is shared, all Hirers are jointly and severally liable for compliance with these conditions.
21. Any additional cleaning, repairs or replacement of breakages as a result of non-compliance with these regulations will result in additional charges being added to the hire fee.
22. Failure to comply with any of these conditions may result in the immediate termination of the hiring and refusal to accept further bookings from the Hirer concerned.

#### **Legal Requirements and Limitations of Use**

23. The Hall and Taylor Room is available for use between 0900 and 2300 Monday to Sunday.
24. All functions must finish by 2300 unless a Temporary Event Notice (TEN) is obtained by the Hirer and supplied to BGPC in writing in advance of the event.
25. Use of a Licensed Pay Bar is only permissible with the appropriate license in place.
26. Hire for events that will attract mainly persons under the age of 19 years old are permitted at the discretion of the Clerk.
27. During any occupation of the Hall or Taylor Room all fire exit doors must be unlocked and unobstructed, passages and stairways must be kept clear of all obstructions.
28. The access areas immediately in front of the building and carpark must be kept clear to facilitate the access of emergency vehicles.
29. In the case of a personal injury occurring whilst in the Hall or Taylor Room the Hirer must notify the Clerk or Management within 24 hours via email with the person and injury details.

#### **Management**

30. BGPC is referred to as the Management. This includes the PC as a corporate body, its staff, Councillors and official volunteers.
31. The Management accepts no responsibility for loss or damage to any goods, equipment or vehicles whilst on the premises.
32. BGPC has public liability insurance to cover claims for which it is liable. Please note expectation regarding public liability insurance for regular hirers.
33. The Management reserves the right to refuse any requests or applications that they deem unfit or ban anything that may be deemed offensive without giving a reason.
34. The Management have the right of entry to any part of the premises at any time.
35. The Management may use its discretion in allowing Hirers to store equipment on the premises. Where storage facilities are in place these shall be used by the Hirer for a nominal fee.

#### **Miscellaneous**

36. No Hirer is permitted to make any cosmetic or structural changes to the building. Temporary decoration is permitted but must be removed at the end of the hire without leaving permanent marks or damage.

Signed by Hirer (name and address):

Signed on behalf of BGPC (Bernard Galopin – Clerk/RFO): *Bernard Galopin*

Date: 01/06/2023