

## GOLDSMID HALL MANAGEMENT COMMITTEE

### Rules and conditions of hire

1. Instruction document in event of fire is to be read out at start of hiring. Fire exit signs are to be switched on from the lighting panel after dark. IN EVENT OF FIRE, EVACUATE THE HALL IMMEDIATELY
2. Internal fire doors are kept closed when not in use unless fitted with alarm activate stop
3. Never leave the kitchen hob unattended if gas is switched on. If gas is smelt, open windows and evacuate building.
4. The Hirer is responsible for any injury or accident arising out of the event for which the Hall is booked and must ensure the premises are safe for the purposes. In event of accident to persons, a first aid box and Accident Report Forms are available in kitchen, an Accident Report Form must be filled in and the Booking Manager informed within 24 Hours (any apparatus involved must remain on premises).
5. Any damages or breakages must be reported to the Booking Manager as soon as possible after the incident and the cost of making good such damage or breakages may be borne by the **hirer** from the retention charge.
6. The **hirer** is responsible for the good order and behaviour of all the people on the premises and must not sub-let or transfers the booking to another party.
7. The premises shall not be used for any purpose other than that for which permission has been granted and the hirer shall not use, or allow it to be used, for any unlawful purpose.
8. At the end of any period for which the hall is hired, the **hirer** shall clear it of all equipment which has been brought in. Crockery must be washed and replaced, the cooker must be left clean and the tables wiped before stacking in the storeroom. **ALL RECYCLABLE RUBBISH IS TO BE REMOVED FROM THE HALL, ALL OTHER WASTE PLACED IN SKIP OUTSIDE, ALL LIGHTS TURNED OFF AND THE HALL LEFT IN A CLEAN AND TIDY CONDITION. THE BUILDING MUST BE SECURED AT ALL POINTS OF ACCESS.**
9. The Management Committee accepts no responsibility for personal belongings, including coats and clothing, left in any part of the building.
10. **ALCOHOL MUST NOT BE SOLD OR SUPPLIED WITHOUT PRIOR ARRANGEMENT WITH THE BOOKING MANAGER.**
  - a. **SOLD** means selling alcoholic drinks and making a profit.  
**SUPPLIED** means selling alcoholic drinks and not making a profit.
  - b. The **hirer** shall be responsible for obtaining the required licences for alcohol to be **Sold** or **Supplied** and proof of this will be required before the release of the keys. In addition, the **hirer** will ensure that nothing is done on the premises that contravenes the law relating to betting, gaming and lotteries. The **hirer** will indemnify the Committee in respect of any costs or expenses to which it may be liable arising out of any breach of the licensing, betting, gaming and lottery laws.
11. The **hirer** is also responsible for all other regulations appertaining to the premises stipulated by the Fire Authority, Local Authority, Health & Safety Executive (including Food Hygiene) and other bodies.
12. The Committee reserves the right to cancel the hiring in the event of the hall being required for an emergency, Governmental, including use as a Polling Station, or any other, similar use. In this event the **hirer** shall be entitled to a full refund of any deposit paid.
13. In the event of the hall, or any part of it, being rendered unfit for use for which it was hired, by accidental damage or act of God sustained previously, the Committee shall not be liable to the **hirer** for any resulting loss or damage other than the deposit which will be refunded.
14. The scale of charges may be revised at any time at the Management Committee's discretion.
15. All fees must be paid prior to the keys being handed out.
16. The **hirer** and/or their invitees shall not cause any nuisance or annoyance to the occupiers of any adjoining property or do any act or thing that may cause damage to such adjoining properties.
17. The **hirer** hereby acknowledges that it is an offence to cause, or permit to be caused, any noise amounting to a nuisance. The hirer agrees that, during any function when amplified music is played, steps are taken to ensure that the volume is maintained at a level which will not cause a nuisance to the inhabitants of the neighbourhood. **IN NO CIRCUMSTANCES IS MUSIC TO BE PLAYED AFTER 11.00pm FROM SUNDAY TO FRIDAY AND AFTER MIDNIGHT ON SATURDAY.** The **hirer** must personally ensure that when people leave the hall during or after a function they will do so in a quiet and reasonable manner.
18. If children are present, they should not be unsupervised at any time and the boards with 'Children Crossing' should be placed in the road.
19. Unless otherwise arranged, keys must be returned to the Gate Cottage, Tudeley, immediately after the hire.
20. Not less than 4 weeks notice must be given if a booking is not required otherwise the hire charge will still be applied.
21. The Management Committee's decision as to the application of these Rules and Conditions shall be final and conclusive.

NOTE The attention of hirers is drawn to the need for them to make their own arrangements for insurance in respect of claims that might be made by person(s) for injury or damage arising out of this hiring. The Management Committee's Insurance covers their own liabilities only and not that of the hirer.

# THE GOLDSMID HALL

Charity No. 1087909

## Booking Form

Tudeley Lane  
Tudeley  
Tonbridge  
TN11 0NW

<b>Name:</b>	<b><u>TO MAKE A BOOKING:</u></b>  1. Complete <b><u>ALL</u></b> the boxes on the left and <b><u>SIGN</u></b> the declaration at the bottom of this form.  2. Send the <b><u>FORM</u></b> and a <b><u>NON-RETURNABLE DEPOSIT of 50% of the TOTAL HIRE CHARGE</u></b> (Cheques payable to "The Goldsmid Hall Trust") <b>To: John Spoor</b> <b>7 Pemble Close</b> <b>Five Oak Green</b> <b>Tonbridge</b> <b>Kent</b> <b>TN12 6TP</b>  [A copy of the booking form will be returned as confirmation of the booking.]  <b><u>AT LEAST FOURTEEN DAYS BEFORE THE DATE OF THE EVENT SEND TO THE ABOVE ADDRESS:</u></b>  1. <b>THE REMAINING 50% OF THE TOTAL HIRE CHARGE.</b> (see returned copy of booking form)  2. <b><u>A 'SECURITY DEPOSIT' OF £100.00 IN THE FORM OF A CHEQUE</u></b> (Payable to: "The Goldsmid Hall Trust").  [This cheque will be <b>SHREDDED</b> 7 days after the event, provided that the Hall is left in a satisfactory condition, no civil disturbance has occurred and no complaints have been received from local residents.] If you would rather have your cheque posted back to you then please tick here. [ <input type="checkbox"/> ]			
<b>Organisation:</b>				
<b>Address:</b>				
<b>Telephone Numbers.</b> <b>Daytime:</b> <b>Evening:</b> <b>Email:</b>				
<b>Description of Event:</b>				
<b>Number of Attendees:</b>				
<b>Tick Room(s) to be hired.</b> Hall [ <input type="checkbox"/> ] Smeal Meeting Room [ <input type="checkbox"/> ]				
<b>Day(s) and Date(s) Required:</b>				
<b>Times Required.</b> <b>From:</b> _____ <b>To:</b> _____				
<b>Will there be Music?</b> Yes / No				
<b>Will there be Dancing?</b> Yes / No				
<b>Will tickets be sold?</b> Yes / No				
<b>Will Admission be Charged?</b> Yes / No				
<b>Will alcoholic drink be sold at the event?</b> Yes / No <b><u>If the answer is YES please READ and FOLLOW RULE 10 of 'RULES OF HIRE' OVERLEAF</u></b>				
<b>BOOKING CONFIRMED BY G.H.T.</b>  John Spoor – Booking Manager _____ Date _____				
<b>For GHT Official use ONLY</b>				
Total Charge	£			
1 <sup>st</sup> Instalment	£	Paid On		Ne
2 <sup>nd</sup> Instalment	£	Paid On		Ne
Security Deposit	£	Paid On		Returned

Under Health & Safety Regulations, you are responsible for reading and implementing the rules and conditions overleaf. Please sign below to confirm your acceptance of this responsibility.

**I have read, and agree to abide by, the rules and conditions as printed overleaf. I also agree to pay for any damage to the hall or fixtures and fittings and for any additional cleaning necessary due to the failure to leave the hall in a satisfactory condition for the next user.**

**Signed** ..... **Date**.....