



Aylesford Village Community Centre

Standard Terms of Hire

To help continue the control of outbreaks of the Covid 19 virus the following restrictions should be adhered to within the Community Centre. Anyone with symptoms or a positive test result may not enter the premises.

Please use the hand sanitiser provided on entering and wear a face covering and keep your distance in crowded public areas including the corridors, toilets, kitchens. You must ensure that your attendees are aware of these restrictions. Please consult the Centre's risk assessment in the glass cabinet at the entrance and also available at: <https://avcc-hallhire.co.uk/avcc-hall-hire-document-downloads/>

In the halls the hirers own risk assessment will decide what steps are necessary to ensure the safety of attendees.

Working together we can ensure that the Centre remains open

The Booking form/Hire agreement must be returned to us together with the deposit to confirm the booking within 7 days. Email the Booking form/Hire agreement to bookings@avcc-hallhire.co.uk.

The hire payment must be made at least 30 working days in advance of your hire date.

Please make sure you read and understand the terms and condition particularly in regard to the Covid restrictions and to being the Temporary Responsible Person during your hire of the hall, please ensure that the Booking form/Hire agreement is filled in with the name of the person who is your authorised representative if you will not be present for any of the period of hire.

Important

Please ensure the information below is given to the person who will run the event.

To access the hall on the day: The caretaker will meet you 15 minutes before the start of your hire. Please let us know of any delays to your arrival as this can affect our staffing.

Check that all windows are closed and the doors locked on leaving. Return the keys by posting through our letterbox if the caretaker is not present on departure.

We are licensed premises; you must ensure that your guests are aware of this and do not bring drinks into the Centre or consume them in the grounds. Failing to adhere to this may result in loss of deposit and possible closure of the event. Please make your guests aware that glasses are not allowed outside and smoking should be on the patio if hiring the main hall.

Regarding a DJ: The DJ must have public liability

insurance and the equipment used PAT tested.

We would also like to bring to your attention that the bar will close and all music must cease at least 30 minutes before your booked ending time at the latest, be aware that the time you have booked to, is the time you must be ready to leave the hall.

No BBQs or hog roasts are allowed at the Centre or in the surrounding area.

If you have hired a bouncy castle or other equipment and this is being delivered in a vehicle higher than 2 metres, make sure we know the arrival time of the equipment to ensure the height barrier at the gate can be raised.

Note: Equipment should not be delivered before your booked time. Bouncy castles are only allowed in the main hall because of low ceiling heights in the smaller halls.

Hire payments and Refundable Security/Damage charge:

The total hire fee must be paid 30 working days before the commencement of the event for which the premises are hired (the Security/Damage Charge having been paid on the signing of the hire agreement).

Refundable Security/Damage charge

All bookings £100 Parties £250

There is no charge for the use of the stage (Main Hall only) but an ADDITIONAL refundable charge of £100 per hiring will be required.

The Security/Damage Charge must be paid and the signed agreement returned **within 7 days** of the hiring being made to confirm the booking. If this is not paid and the Booking form/Hire agreement not returned then the booking is void. .

The Licensed Bar

Soft drinks may only be brought into the hall if alcohol has NOT been requested. Otherwise soft drinks must be purchased in the hall.

NO ALCOHOL MAY BE BROUGHT INTO THE HALL(S) UNDER ANY CIRCUMSTANCES.

The licensee will contact you before your event.

The Centre is licensed with the Performing Rights Society and PPL for the performance of live and recorded music. The Hirer agrees with the Community Centre to be present (or his/her authorised representative, by arrangement with the Centre during the hiring and to comply fully with this Hire Agreement.

It is hereby agreed that the Standard Terms of Hire, the Terms and Conditions of Hire together with the Special Conditions of Hire relating to Covid-19, the Emergency Plan and Privacy Policy shall form part of the terms of this Hire Agreement.

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

I confirm that any information relating to this booking may be kept electronically for the sole purpose of keeping me

informed of Aylesford Village Community Centre.

I may at any time access, modify or cancel my personal data by contacting the Trustees at the address below. The Community Centre will never use your details in any other way and will not make them available to third parties.

Please see the Privacy Policy: <https://avcc-hallhire.co.uk/avcc-hall-hire-privacy-code/>.

**The caretaker is on 07734 029342
if you need any other help on the day.**

Email:

bookings@avcc-hallhire.co.uk

Postal Address:

The Trustees
Aylesford Village Community Centre
25 Forstal Road, Aylesford, Kent
ME20 7AU

