



# Aylesford Village Community Centre

## Standard Terms of Hire

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

Note: The Madge Jackson Hall is not suitable for loud music.

### 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 bar facility has NOT been requested. Otherwise all drinks including soft drinks must be purchased at the bar of the centre.

### **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 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/>.

**Email:** [bookings@avcc-hallhire.co.uk](mailto:bookings@avcc-hallhire.co.uk)

**Postal Address:**

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

## Addendum to the T&Cs for the hire of Aylesford Village Community Centre (applies to all rooms).

The need for this addendum to our T&C's has arisen due to some hirers repeatedly failing to leave the centre secure or utilities shut down. This has resulted in the Community Centre receiving unnecessarily high heat, light and water bills.

As stated in a previous email to regular hirers, the trustees want to keep hire fees affordable and reasonable. To reflect the additional costs, a £10

fine will be imposed to any hirer who fails to leave the hall after their event in a satisfactory condition (as defined in the check list below).

Please ensure the checklist is shared with all members of your group involved in opening up and/or closing down the centre rooms.

If anything is still unclear please raise any queries in the first instance with the caretaker (a mobile contact number is on the front door).

### **HIRER'S CHECK LIST**

At entrance to Community Centre:

After you have removed the key and closed key box, scramble the keypad.

On entering hired room/s:

If the heating is required, turn on using the central heating on/off toggle switch on the wall.

Before leaving the hired room/s, all hirers must:

- Clean all tables thoroughly with the materials provided;
- Sweep the floor of all debris, leaving the hall clean and tidy;
- If the heating has been used ensure that the central heating toggle switch is turned off; and
- Switch off all room lights.

Hirers **not** using our paid set up service must stack the cleaned tables back on the trolleys in the manner found and then return them to the cupboard. For the larger tables it is advised that two people work together. Chairs should be stacked seven high and using the trolleys provided returned to the cupboard as found.

Furniture stacking instructions are placed in each storage area.

Before leaving the Community Centre, you must:

- Check the toilets (and kitchen if used) to ensure that all taps and lights are off;
- Turn off all remaining lights;
- Lock the external hall door;
- Return the door key to the box; and
- Scramble the key pad before leaving.

