

**IVYCHURCH PARISH COUNCIL: IVYCHURCH VILLAGE HALL & VILLAGE GREEN  
CONDITIONS OF HIRE**

**Part 1 : Definitions**

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|--------------------------|---|
| 1.1 'The premises'       | Ivychurch Village Hall, Ivychurch Road, Ivychurch, Romney Marsh, KENT TN29 0AN including its car park, and when hired the village green.  |
| 1.2 'The village green'  | That area of land abutting and enclosed by the Village Hall car park, The Gardens, Ashford Road and the public footpath adjacent to Oak Peg Cottage, Ashford Road, Ivychurch, Romney Marsh, KENT TN29 0AL.  |
| 1.3 'Hire session'       | The period or periods of time for which the hirer has rented the premises.  |
| 1.4 'Hire session times' | For each day these are:<br><p style="text-align: center;">MONDAY to SATURDAY<br/>Morning 08:00 to 13:00<br/>Afternoon 13:00 to 18:00<br/>Evening 18:00 to 23:00<br/>All day 08:00 to 23:00<br/>SUNDAY<br/>Afternoon 13:00 to 17:00<br/>Evening 17:00 to 21:30</p> |
| 1.5 'The Parish Council' | Ivychurch Parish Council  |
| 1.6 'the Council'        | Ivychurch Parish Council  |

**Part 2 : Conditions of Hire**

The Hirer agrees:

- 2.1 That if requested, the application completed by them is incorporated in these conditions of hire.
- 2.2 To pay the hire charge and any refundable deposit requested in cash and in full at the time they collect the keys from the key holder.
- 2.3 To vacate the premises and to return the keys to the key holder not later than the end of the hire session time or as agreed at time of booking.
- 2.4 To be the Parish Council's nominated responsible person in charge of and in attendance on the premises throughout the whole of the session.
- 2.5 To allow a representative of the Parish Council free access to the premises at any time and to immediately vacate the premises if requested by them to do so.
- 2.6 To call the Fire Authority immediately in the event of fire or any suspected outbreak of fire however small.
- 2.7 To take sensible precautions for the prevention of accidents and personal injury.
- 2.8 To prevent rowdiness, keep good public order and ensure decent behaviour on the premises at all times.
- 2.9 To be responsible for loss or damage to the premises or their contents caused by persons whom they permit onto the premises.

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2.10 To keep a note of any accidental loss or damage happening to the premises or its contents and inform the key holder when returning the keys.

2.11 Not to allow switches on the storage heaters to be reset.

2.12 Prior to vacating the premises to ensure that

a) They are clean and free of spillages and refuse

b) No taps are left running, all water heaters (kitchen and ladies toilet), electrical lighting and kitchen appliances are switched off.

c) Ensure fridge is left clean and empty.

2.13 When vacating the premises to ensure that

a) All waste and other refuse has been bagged and is removed from the premises.

b) The fire doors are properly closed and the main doors to the premises are locked.

2.14 Not to sell or allow the sale of alcohol on the premises.

2.15 Not to use or allow the premises to be used for any entertainments which if taken as a whole is obscene or would tend to deprave or corrupt within the meaning of the Obscene Publications Act 1959 and 1964.

2.16 Not to use or allow the premises to be used for any entertainment involving the use of any live animals, fish, birds or reptiles.

2.17 Not to take or allow the taking of any gas lamps, oil lamps or candle lamps or any naked flame installation into the premises.

2.18 Not to take or allow the taking of fireworks or other pyrotechnics onto the premises.

2.19 To observe all relevant legislation that is in force at the time of hiring.

2.20 To observe all measures in the Village Hall Risk Assessment.

2.21 To pick up any litter on the village green, car park and play area after each use.

2.22 Not to use or allow to be used on the premises any devices to:

- watch or record programmes as they're being shown on TV, on any channel.
- watch or stream programmes live on an online TV service (such as ITV Hub, All 4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.)
- download or watch any BBC programmes on iPlayer.

2.23 COVID-19 Conditions

- Hirers to provide their own sanitiser materials (hand gel and wipes) as necessary.
- Hirers to sanitise any touched surfaces before and after each use, for example door handles, light switches and other touched surfaces etc.

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The Parish Council agrees:

2.24 Prior to any subsequent hiring out of the premises to inspect the premises within 24 hours and provided the conditions of hire have been complied with to return any refundable deposit to the hirer.

The assessment of compliance with the conditions of hire shall be solely by the Parish Council and should the Parish Council not be totally satisfied the refundable deposit may be forfeit in whole or part. In this circumstance the hirer will be given the opportunity to attend the premises and the council's final decision with reasons will be put in writing to the hirer.

In respect of loss from or damage to the premises and or its contents during the hire session and or ensuing from the hire session the council reserves the right to pursue the hirer for full recovery of any loss and or damage and or consequential financial loss in excess of the refundable deposit amount.