

## **The Reading Room at The Old Fire Station Sandgate.**

We are pleased that you have chosen The Reading Room for your event and hope that you enjoy using its facilities.

The Reading Room is used by a variety of organisations, and for a number of functions. We have as few rules as possible, but ask you to adhere closely to them – they form part of the conditions of hire and are in the interests of maintaining effective health and safety procedures.

Please read them carefully.

### **Terms and Conditions of Hire**

As a Hirer of The Reading Room, you agree:

1. To ensure the following Attendance Limits are maintained: Max 30 seated
2. Before the start of an event, to make yourself, and any stewards, aware of the location of Emergency Fire exit door and assembly point. The Exit must be kept clear at all times.
3. To leave the premises as you find them. If you are not satisfied with the condition at the beginning of the hiring period, you should register this immediately with the Booking Clerk or the Chairman, see bottom of form for full contact details
4. Report any breakages immediately to the booking clerk to allow replacements and repairs to be done as soon as possible.
  - To be held responsible for the cost of making good any damage occurring inside or its content during the hire period.

5. Alcohol can be consumed on the premises if it is not sold but if a charge is made a licence needs to be obtained by the Hirer from Shepway District Council.

The license holder reserves the right to inspect the premises during the event to ensure that all aspects of the licence are adhered to as stated.

6. Smoking is not prohibited in the building or toilets at any time.

7. Keys. If you as a hirer of The Reading Room have been given use of the spare key for the duration of your hire period. You are therefore responsible for the security of the Hall during this time. You must ensure that the Hall is supervised.

If at the end of your hire period you fail to return the key due to loss, you will be liable for the cost of replacing and fitting new locks and the cutting of new keys.

**7a. Persons using the premises do so at their own risk. No responsibility is accepted for bodily injury or loss of property or damage thereto.**

#### **8. Payments**

- The hiring of the hall includes heating and light and use of all the kitchen equipment.
- The hire period is from time of entry until departure and must include setting up and clearing up time.
- Completion of the hire form does not automatically guarantee your booking. This is only an application to hire the premises.
- Booking must be paid for in advance and bookings are not confirmed until full payment is received.
- Please note that the Caretaker will check the hall after the event, and if you have broken or damaged anything you will be notified and sent an invoice for replacement and or repairs.
- The Sandgate Heritage Trust Ltd reserves the right to terminate the booking agreement at any time during the hiring without refund of money, especially if the behaviour of any user is considered unacceptable, or if the number of users exceeds the attendance limits.
- If circumstances beyond the control of The Sandgate Heritage Trust Ltd prevent the availability of the premises, all payments made will be refunded.

- Cheques to be made payable to The Sandgate Heritage Trust Ltd and handed to the booking Clerk Mr Michael Chalk or posted to:

**Zoe Varian,  
The Hermitage,  
Castle Road ,  
Sandgate,  
Kent. CT20 3AG**

- Deposit. A deposit of £25 is required at the point of booking the hall. This is to cover any damage that may be incurred during the hire period and this will be returned/destroyed provided everything is in order.

9. The heating consists of one flame effect fire and three convector heaters which can be used according to the hirers requirements.

#### 10. Health & Safety

Only basic first aid facilities are provided, the First Aid box is situated in the Kitchen.

- INSURANCE: private functions are covered under The Sandgate Heritage Trust Public Liability Insurance.
- Hirers for commercial events must provide their own Public Liability Insurance.

#### 11. Use of the Kitchen

There is crockery and cutlery for up to 50 settings, a combination microwave, a fridge, kettle, coffee perculator and tea urn for your use.

Cleaning equipment including brushes and detergents are available in the cupboard in the kitchen

##### **Before leaving make sure:**

All kitchen surfaces are clean

Ovens & fridges are empty and clean and microwave, urn etc. are turned off.

All crockery and cutlery are returned to cupboards

Toilets are left clean and tidy

All bins are emptied and bags of rubbish are removed from the premises. Any bags not removed will be charged at £1 per bag which will be deducted from your deposit

All Tables and Chairs are returned where found and all windows and doors are closed

Check every room that has been used and **TURN OFF** all the lights

	I have read and understood the terms and agree with the terms and conditions of hire
Booking Reference Number :	
Print Name	
Signature	
Date	
Booking Officer Michael Chalk	7778773500
Hall Chairman Zoe Varian	01303 248114

**Please print off and keep as your reference**