



Simple terms of hire:

All hirers or their representative are responsible for the following:

1. The safety and security of guests and the hall during the hire period (see reverse for **FIRE** instructions)
2. For ANY damage not identified at start of hire
3. That the tables are wiped clean before storage
4. That all tables and chairs are stored appropriately. All tables, plastic chairs and 40 fabric chairs (8 stacks of 5 chairs) should be placed in the store room. All remaining fabric chairs should be in stacks of 5 around the main Hall.
5. That the heating, lighting and taps are turned off
6. That the toilets are flushed
7. That all rubbish, bottles etc are removed from the Hall and taken away for disposal
8. That all window and external doors are locked. Doors at back of stage, front and back of Hall, kitchen and main entrance.

NOTE that:

1. Local residents should be respected by entering and leaving the venue quietly.
2. **SMOKING** is NOT allowed within the venue. Cigarette bins are available on the main entrance slope.
3. Sticky tape, blue-tack, staples, drawing pins etc. should not be used on the walls and doors of the Hall. However, decorations can be attached to wooden pelmet or hooks fitted to the main Hall edge.
4. The use of BBQs are not allowed within the hall or its grounds nor is the use of live flame candles within the hall.
5. The complete term and conditions and hire details can be made available on request, are displayed in the lobby of the Hall or online. Please visit the website: crockenhillvillagehall.co.uk

April 2020 version



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In the event of FIRE:

The hirer or representative should sound the alarm (in main lobby) and evacuate guests etc. from the building to the assembly point in the car park at the rear of the Hall.

Fire exits are found at the front and rear of the Hall, the main entrance lobby and rear of stage.

The hirer or representative should then notify the fire brigade providing their contact details and the location of the fire:

**CROCKENHILL VILLAGE HALL
STONES CROSS ROAD
CROCKENHILL
KENT
BR8 8LT**

Only if SAFE and PRACTICAL to attack the fire, there are fire extinguishers available in the Kitchen, main hall and committee room.



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