



VIGO VILLAGE HALL
The Bay, Vigo Village
Nr: Meopham, Kent, DA13 0TD
Tel: 07359 775 660
Email: vigovillagehall@outlook.com
Website: www.vigovillagehall.org
Charity Registration No: 265623
Hall Manager: Danielle Howard

TERMS AND CONDITIONS OF HIRE

- The person to whom the hall is let shall be solely responsible for its proper use and any loss or damage to the contents and fittings of the hall.
- When vacating the hall, it should be left in a clean and tidy condition ready for the next hirer. All floors must be swept and all touch points sanitized including doors and light switches, tables, kitchen and toilet taps etc. Please remember to turn off all appliances and lights, close all windows and doors and ensure that the hall is locked properly.
- When booking the hall, the Management Committee may require a cash holding deposit which will be refunded to the hirer following a satisfactory inspection of the hall.
- Keys are to be returned once the hall has been secured and locked up by placing them in the hall letterbox unless you are a regular user.
- You must request the WIFI code if needed separately. You must not share the code and you must delete it once your hire period has finished.
- The Management Committee reserves the right to retain your deposit if there is any loss or damage to the hall or if any of the terms and conditions are broken.
- Payment of a deposit and/or signing a booking form assumes the acceptance of the terms and conditions of hire.
- The Management Committee reserves the right to refuse any application for the hire of the hall or to refuse admission to the hall without reason.
- All rubbish must be taken away with you, including all cans, bottles and litter.
- Dogs are not allowed in the hall (except Guide/Assisted Dogs) unless written permission is given.
- No obstructions should be placed in front of the fire doors and all efforts should be made to ensure the safe use of equipment. It is the hirer's responsibility to ensure that users of the hall during the hire period are familiar with the procedure in the event of a fire.
- If applicable to your hire, all music should be switched off by 10pm and then all noise kept to a minimum. The hall must be vacated by 11.30pm unless otherwise agreed and correct licenses obtained.
- Alcohol must not be sold on the premises unless the appropriate licence has been obtained.
- It is the responsibility of the hirer that children using any play equipment are supervised at all times by an appropriate adult.
- Please respect your neighbours when entering and leaving the hall.
- The Village Public House car park is not to be used. Please use the public carpark by the school.
- The hall observes a strict No Smoking/Vaping Policy. It is illegal to smoke or Vape in the Village Hall. If you wish to smoke/vape you must do so in our patio area and clean up after. Please refrain from smoking/vaping outside of the main entrance to the hall.
- If you need to contact a committee member when the office is not open, please call 07908 978 074 or 01732 822 413 or 01732 822 252 or 01732 822 011.