Godmersham & Crundale
Village Hall between Canterbury & Ashford

Godmersham & Crundale Village Hall - Terms & Prices

Please read our terms and conditions thoroughly. By submitting a booking request you are agreeing to comply with them and this forms the basis of the contract between us. If in doubt, please contact the booking secretary before submitting a request, by email at **gcvhenquiries@gmail.com**.

The village hall is an excellent, fully equipped venue for hosting children's parties and ceremonies, wedding receptions, seminars, training courses, exercise classes, dance classes, theatre, film shows and many other corporate, group, club or society social activities.

We are currently not accepting bookings for private parties for those aged 13 onwards except for residents of Godmersham and Crundale parishes. Proof of residency will be required if you are not known to a committee member.

Timings

The village hall Hall can be booked in blocks of 30 minutes or more from 7am to midnight, daily. Licensable activities cannot be undertaken for all of this time, please read the licensable activities section below.

Hire Charges

We operate a two fee system, for residents and non residents. Residents of Godmersham Parish and Crundale Parish are eligible for discounted rates. Proof of residency may be requested if you are not known to the bookings secretary.

Non - Residents
Hourly fee: £20.00 / £10.00 half hour.

Residents
Hourly fee: £13.00 / £6.50 half hour.

Wedding Reception Fees

The rate for wedding receptions is **£890**.
Please visit the wedding reception page on our website for more details.

Sundries

Hire of the Stage (including setting up and packing away) - **£30.**
Hire of BBQ (including professional clean after booking) - **£65.**

Licensing

The hall is not licensed for the *sale* of alcohol.

If you wish to sell alcohol to the public or guests at your event, the appropriate license (***Temporary Event Notice)*** must be obtained by the hirer, in advance, from Ashford Borough Council.

The Village Hall Managing Committee reserve the right to decline the licence request. A copy of the licence must be sent to the bookings secretary before your event. We operate a strict 'no licence, no sale of alcohol' policy. It is the Hirers responsibility to ensure that the Licensing Conditions, as required by Law, are met.

If you are giving alcohol to guests as part of a wedding reception or meal then no licence is required.

We are licensed for the performance of plays, indoor sports events, live music, recorded music, performance of dance, other entertainment, facilities for making music, facilities for dancing, and general entertainment facilities inside the main hall only. The use of loudhailers, speakers or Tannoy systems outside, or in marquees, is not permitted.

Note: All licensable activities can commence at 7am and strictly, must cease at 11pm.

Security Deposit

Residents Deposit: £100.00
Non Residents Deposit: £150.00

The security deposit will be refunded to you by BACS transfer within seven working days after the booking, once the hall, grounds and equipment have been inspected.

If however, one of the issues noted below occurs, then the full security deposit will be automatically retained.

- Items of hall property are found to be missing, broken or damaged.
- Complaints on the day / night of the booking related to excessive noise outside.
- Reported anti-social behaviour in the grounds.
- Trespass in neighbouring properties.
- An incident occurs that requires the police to attend.
- Licensable activities do not cease promptly at 23:00hrs.
- A committee key-holder is called to attend during the booking in relation to one of the above.

The cost of the replacement of missing, broken or damaged items will be deducted from the deposit. If the cost of replacement or repair to hall property exceeds that amount, then the hirer is responsible for this cost also. We will contact you prior to taking any action.

You will be asked to confirm that you have read, understood and agree to abide these terms and conditions as part of the booking process.

Super-fast Broadband

The hall has Super-fast Broadband which is free for hirers to use. You can connect either by Wi-Fi or by using the data ports in certain areas. The access code is provided in the email and is also posted on the wall in the lobby area for your guests to access. We are subject to a fair use policy, and access is unrestricted, it is the hirers responsibility to moderate the content their guests are accessing, particularly minors. Please bring your own Ethernet cables.

Payment & Cancellations

Once the bookings secretary has confirmed the booking, an invoice for the applicable security deposit, and hire charge will be sent to you, normally within a few days. The full amount is payable no later than four weeks prior to the date of your booking. If you require to cancel your booking, the following charges will apply:

- More than 4 weeks notice – no charges and full refund.
- Less than 4 weeks notice – full refund of hire charge but the full security deposit will be forfeited.
- Payment is preferred by bank transfer but other methods with agreement with the bookings secretary.

Responsible Person

The managing committee require that hirers nominate a responsible person for the duration of the booking. This person must be a minimum of 25 years of age. The responsible person is responsible for security, fire safety, the health and safety of hall users and the fabric of the hall and its grounds.

The responsible person must:

- Act as the fire warden and familiarise themselves with the fire alarm system.

And is responsible for:

Any damage or loss to the Hall & grounds during the hire period. They must ensure that the hall and grounds are left in a clean and safe condition, ensure that all tables and chairs, having been wiped over, are returned to the storeroom, ensure that liquid spills are wiped up immediately and the floor swept, the cooker, fridge and kitchen appliances and equipment, if used, must be clean and items placed back in their cupboards, toilets and washbasins are left clean and tidy. Mops and brooms are in the cleaners cupboard in the main corridor. Broken glass must be wrapped before disposal in the bins provided. No liquids or hazardous substances to be emptied in the bin.

Decorations - there are several hooks around the main hall for you to attach bunting etc. Please do not attach anything to the walls, doors or any other part of the hall. All decorations must be removed before leaving the hall. The responsible person must ensure that all windows and doors are closed and locked at the end of the hire period. If the Hall & grounds are left in an unsatisfactory state, or if there is loss or damage, the booking deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer. Please report any damage or breakages to the bookings secretary so we can repair or replace as quickly as possible.

Adherence to the Premises Licence conditions (see below)

Noise Abatement

We need to maintain good relations with our neighbours and therefore ask that all users of the hall arrive and leave as quietly as possible. The responsible person is asked to ensure that there is no undue noise or disruption outside the hall; live or recorded music cannot be played outside the hall in the grounds. Please keep the main doors closed and read the licensable activities and security deposit section.

Indemnity & Insurance

The village hall insurances do not cover hirers' own individual activities. Groups or persons using the hall do so at their own risk. Organised groups using the hall are expected to arrange their own insurance cover; evidence of this fact may be asked for. The village hall is insured against any claims arising out of its own negligence.

The managing committee is not responsible for the loss, theft or damage to hirers property whilst on hall premises, or the parish field.

Fireworks, Fire & BBQ's

Igniting fireworks or the lighting of fires in the field or grounds is strictly forbidden.

We have a large BBQ available outside, hire of which can be arranged through the booking secretary, the hire fee allows us to have it professionally cleaned the next day.

Hog roasts are permitted, and must be attended at all times, must not be lit on the ground and the bookings secretary must be notified in advance.

Due to the proximity of neighbouring property, together with livestock / horses in fields, fireworks are prohibited except on New Year's Eve.

Please advise us in advance in you wish to use fireworks on this date.

Smoking

Smoking is prohibited in the Hall. All smokers are requested to use the outside areas, disposing of cigarette ends safely in the bins provided. Please do not throw them on the ground.

Animals

Animals of all kinds are prohibited from the hall. Dogs must be kept outside and any mess must be cleared up by the owner. It is forbidden to place dog waste in the hall bins. Users can walk dogs in the Parish Field but please clean up after them. All dog waste must be taken home. Be aware that there is often sheep and livestock in adjacent fields.

Winter Weather

Whilst the Committee will endeavour to provide safe access to the hall, in the event of snowfall or icy conditions it will endeavour to clear a pathway from the main entrance to the edge of the car park, including the disabled car parking spaces. No other areas will be cleared and caution is advised to all hall users in adverse weather conditions. The Committee reserves the right to close the hall should conditions be deemed to be too hazardous.

Car Parking

There is ample parking for normal hall use, however, we can use the parish recreation field as an overflow car park. Please contact the bookings secretary in advance if you feel you will need this facility. All vehicles are parked at the owners risk. The managing committee cannot be held responsible for any loss of or from a vehicle parked in our car park or the parish field.

And finally...

Please be as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.

The Management Committee endeavour to provide a Hall that is clean and tidy for all users and at as reasonable a cost that we can. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Hall. Any Hirer who does not abide by them will incur, by way of the loss of all or part of their deposit, extra charges for cleaning or tidying of the Hall and Grounds.

The management Committee reserve the right to change these Terms & Conditions and Hire Rates at any time at their discretion.

We thank you for your co-operation and hope that you enjoy the use of our Village Hall. If you have, please tell others; if you have not, please tell us.

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Godmersham & Crundale Village Hall is managed by a Charitable Trust, number 226915, and funded by income from lets and local fund raising, and we would welcome any thoughts you may have on how we may be able to improve our service or facilities. Donations welcome.
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