**Snodland Community Association**

**Additional terms & conditions for Weddings/parties held in the main hall**

Snodland Community Association is committed to providing a good quality facility at a competitive price. So that all our hirers are able to enjoy our facilities at their best, it is important that the following terms and conditions are adhered to.

Please initial each point to show you understand and accept each point.

1. **Damage Bond:** at least two weeks before the event when the balance is paid, a cheque/cash for £150 will also be collected as a damage bond. This cheque will be cashed before the event and deductions will be made if the need arises as a result of the hire. Usually the bond in the form of a cheque will be returned without any penalties within a week of the event, but should the hirer a) exceed the length of hire b) cause damage c) leave the facility excessively dirty or d) use parts of the Centre that were not hired, the Management Committee reserves the right to make an additional charge, which will be based on any additional costs the Community Association has incurred as a result of the above.
2. **Access to the facility:** access to the main hall is only through the double door entrance facing the field. Hirers are not permitted to enter the main hall through any of the doors facing the car park.
3. **Bringing in equipment:** any equipment (e.g. disco, instruments etc), which is to be used on the stage or in the main hall must be brought in via the rear car park, which is located off Cemetery Road. Hirers are not allowed to use the front car park for this purpose. **PLEASE NOTE:** hirers and their guests are not allowed to use the rear car park for personal parking, as it is primarily for visitors to the cemetery.
4. **Use of the kitchen:** hirers of the main hall also have access to a substantial, modernised kitchen with hatches that serve the hall. As the kitchen will be in a clean state at the start of the hire, users will be expected to ensure that the kitchen is returned to a similar state of cleanliness before they leave. **PLEASE NOTE:** while hirers are permitted to use the cups and saucers, kettles, microwaves and stove, other items (e.g. deep fat fryers, toasters and cutlery) are not included in the hire, as these items belong to groups that use the Centre on a regular basis. Hirers are also requested to bring their own teacloths for wiping up.
5. **Use of the Downsview Lounge:** by hiring the main hall over the weekend, access to the Downsview Lounge is included free of charge. However, this room is only to be used as a place of storage and not as an additional facility for guests (e.g. a crèche, play area etc). On no account is food or drink to be consumed in the lounge.
6. **Toilets:** users will have sole use of the toilets during their hire. The toilets, which are located off of the foyer near the main entrance, include a disabled toilet with baby changing facilities. A disabled ramp is also stored there to help wheelchair users gain access to the building. **PLEASE NOTE:** hirers are not permitted to use any other toilets that are located in the Centre. Failure to comply with this may result in £20 being deducted from the damage bond to cover additional cleaning, labour etc.
7. **Number of guests:** there is a limit to the number of people that can be accommodated in the main hall, which has to be strictly enforced to comply with fire regulations. While the hall is licensed for 245, experience has shown that once the tables and chairs have been arranged and a space is allowed for dancing, a safe and comfortable number for the main hall is between 150 and 200. Weddings, which invite additional guests for the evening, must ensure that the number of afternoon and evening guests, does not exceed 200 in total.
8. **Tables & chairs:** at least two weeks before a wedding (or similar event) the hirer will be expected to submit a *seating plan*, showing how many tables and chairs that will be required on the day of the event. The caretaker will use this plan when he/she puts out the furniture that has been requested. Only in exceptional circumstances will additional furniture be issued. **PLEASE NOTE:** in the interests of safety all furniture must be kept away from fire exits and the bar.
9. **Food & refreshments:** users are expected to restrict the consumption of food and drink to the main hall. On no account must consumption take place outside the building or anywhere else in the Centre.
10. **Bar:** a strict condition of the hire is that all users must buy drinks from the Centre’s bar. The bar, which offers a wide range of alcoholic and soft drinks at reasonable prices, is included in the cost of the hire. **PLEASE NOTE:** while we do permit hirers to provide drinks for their guests (e.g. for a toast) during the wedding meal without having to pay an additional fee, these drinks and any others must be cleared away when the bar opens.
11. **At the end of the evening:** hirers are expected to vacate the premises by midnight on a Saturday and 11.45 on a Sunday. The bar will shut at 11 pm and all music/entertainment must be curtailed by 11.15 at the latest. Hirers must have cleaned and packed away by the end of the hire period. **PLEASE NOTE:** failure to leave the premises by the specified time will result in an additional £30 being deducted from the damage bond for every hour or part of an hour over.
12. **Packing away:** so that the facility can be prepared for the next hirer to enjoy, users are expected to:

* sweep the hall, using the brooms and dustpans provided.
* dispose of any rubbish or waste in the black bags, which will be provided.
* clear up any spills from the floor that may have occurred.
* wipe off the surfaces of the tables, fold away the legs and carefully place them against the back wall of the hall.
* stack the chairs in eights. The caretaker will then place them in the furniture store with the tables. **PLEASE NOTE:** the chair trolley must be used to move the chairs, as dragging the chairs will damage the floor.
* remove carefully any decorations that have been placed around the facility. **PLEASE NOTE:** sellotape is not to be used to attach decorations, as it damages the paintwork. Products such as *blu tack* are preferred, but even these can lift the paint if not removed carefully.
* ensure that helium balloons are disposed of sensibly and are not allowed to float to the ceiling to the annoyance of other users.

1. **When you leave:** we hope that your event will have been a great success, but remember that it will be late when you leave the Centre and that there are houses very near, so please keep the noise to a minimum so our neighbours are not disturbed.