

THE DEN

114 ST JOHN'S HILL, SEVENOAKS, TN13 3PD

VENUE HIRE AGREEMENT

Contact Name, Email and contact no	
Date and time of event	
Cost of Event (Including VAT)	
Refundable Deposit	£50
Type of event and any additional requirements	
Any Party Packages	

This Hire agreement contain the terms and conditions, which are binding upon any person, club, society or organisation hiring The Den, known as ‘the venue’, hereafter.

Application Details:

Bookings will be accepted, following receipt of a signed hired form. The person signing the form shall for the purposes of the Terms and Conditions be deemed as the Hirer. No transfer of bookings or sub-bookings will be allowed. The venue can only be used for the purposes and period stated on the form, unless the Hirer has obtained the prior written consent of the venue.

www.thewisehippokentandsurrey.com

07969446834

Payment:

The Hirer shall be liable for any additional costs incurred if the event or functions overruns the pre-arranged period of hire.

- a) Single events – an invoice will be issued alongside or after the receipt of a signed agreement. This should be paid a week prior to the event.
- b) Block bookings – in the case of block booking, the full amount for a minimum of 4 weeks must be paid in advance.
- c) A refundable deposit of £50 will be required for all daytime bookings, and £100 deposit for all evening bookings. Deposits or part of the deposit may be withheld if the venue incurs any damage or excessive cleaning costs during the hire period of the venue.

Cancellations:

The venue reserves the right to refuse any bookings without explanation and to cancel any bookings upon groups which will be communicated to the Hirer. If the venue cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. The venue shall not be liable for any loss sustained by the Hirer because of any such cancellation. Cancellations of the Hirer should be notified to the venue in writing. If the Hirer cancels a booking within 8 weeks of the hire event date, the full deposit and hire fee must be paid.

Limits of accommodation:

- a) The number admitted to the venue must not exceed 50. The Hirer shall be responsible to ensure these limitations are observed.
- b) There is no alcohol to be consumed on the premises, unless the Hirer has sought the permission of the venue in writing. A corkage charge may be applicable.
- c) Use of illegal drugs or other illegal substances are strictly prohibited on the venue premises.
- d) Children's parties – a suitable number of adults must be present during children's parties; this is the responsibility of the hirer. The door to the venue should always be shut and is the only entrance that should be used to enter and exit the building, unless in the event of a fire.

Catering

The venue does not have internal catering facilities, the hirer may bring food in or may use external caterers, however the requirements should be discussed and agreed with the Club booking manager and documented on the hall hire booking form.

Children's entertainment

Children's Entertainment' is entertainment specifically organised for persons under the age of eighteen. Children's entertainment may only be held with the written consent and specific legal considerations from the venue coupled with compliance with Child Protection legislation.

Damage to premises, equipment or injury to persons

The Hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment provided within the venue and caused by the Hirers use of the premises. The Hirer shall leave the premises in a clean and tidy manner. The venue will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the venue) on the venue's premises or land, howsoever caused. Any accident must be reported to the venue, and details recorded in the venue's accident book. The fire safety procedure should be adhered to.

Any complaint should be made to the venue within seven days of the event / function.

Signed (Hirer): _____

Dated: _____

Signed (on behalf of the venue): _____

Dated: _____