

Paddock Wood Masonic Hall

57, Maidstone Road, Paddock Wood, Kent, TN12 6DJ

Booking Terms and Conditions

Applications for Bookings: All applications for hire of available facilities must be made on the application form provided by the Board of Directors of Paddock Wood Masonic Hall Limited, All Functions must be of a Private nature, unless authorised by the Board of Directors, The booking form is to be completed and forwarded to our booking clerk, at the address shown on the booking form, The receipt of a completed booking form does not constitute an acceptance of any booking, you will notified of an acceptance by the return of the tear off strip on the booking form. It is a condition of letting that the **MAXIMUM** number of persons admitted to the Hall shall not exceed, 80 persons dining, or 125 seated.

Use of Premises; (A) If any part thereof is used for any purpose different from that for which it is hired, the Board of Directors or their appointed representative, or the Designated Premises Supervisor, may at any time during the hire period terminate the proceedings and the hiring, without being liable in damages to the hirer.

(B) The Hirer shall not permit any part thereof to be used for any purpose which may cause a nuisance, damage, annoyance, or inconvenience to the Catering, Bar, or any other appointed Staff, or General Public, or indeed any other hirers using the premises at the same time, or occupiers of adjoining properties, or to the Neighbourhood.

Maintenance of Good Order; (A) The Hirer shall be responsible for maintaining good order and conduct within the Facilities at all times during the hire period, and immediately after. The Hirer shall comply with the reasonable requirements of the Board of Directors, Catering, Bar Staff, the Designated Premises Supervisor, or any other appointed Staff, if it appears necessary or desirable in the interest of good order or to prevent damage or injury, they may require the hirer at any time to close or restrict the use of any part of the Facility thereof. No drawing pins are to be used to affix items to the building fabric.

(B) The Board of Directors or Designated Premises Supervisor, reserve the right to exclude any person or persons from any part of the Facilities, without giving any reason for such actions.

Licence: The Hirer shall comply with all of the Provisions of the Licensing Act 2003, (as amended), and shall ensure that all of the attending persons do so.

Music: The Hirer is not permitted to allow the use of any form of music, without first consulting and obtaining approval from the Board of Directors or Designated Premises Supervisor. Disco Equipment must have a valid P.A.T. test certificate, and the operator must have Liability Insurance.

Fire: It is the Hirers responsibility to make Him or Herself aware and conversant with the situation of all FIRE EXITS.

Loss or Damage: Neither the Board of Directors; the Designated Premises Supervisor; or any other Authorised Staff shall be held responsible for any loss or damage to any property arising out of the Hiring, nor for any losses, damage, or injury which may be suffered by any person or persons resorting the Facilities during the Hiring, arising from any cause whatsoever. The Board of Directors reserve the right to demand a Damage deposit which will be refunded if the fabric of the building and or Facilities are undamaged during the term of Hire. £250.00

Use of Equipment; (A) The Hirer may have use of equipment with the permission and subject to the control of the Board of Directors, the Designated Premises Supervisor or Authorised Staff.

(B) Any apparatus utensils, furniture, fixtures, fittings, or machines, or any other equipment, used by or on behalf of the Hirer shall be left thoroughly clean wholesome, and in proper working order, to the satisfaction of the Board of Directors, the Designated Premises Supervisor, or Authorised Staff. The Hirer shall be responsible for making good any breakages or damages.

(C) All electrical equipment that is Hired In or supplied, must have a valid PAT test certificate, the Board of Directors, Designated Premises Supervisor or Authorised Staff reserve the right to not allow the connection to power supplies of any such equipment not having certification.

Supply of Liquor Food and Consumables; (A) Our caterer has the exclusive rights to provide all food items to be consumed on the premises, whilst the Board of Directors or their authorised Staff has the exclusive rights for the sale of Alcohol. No person or persons shall consume Alcohol on the premises that has **NOT** been purchased from the Hall bar, without first consulting the Designated Premises Supervisor. A corkage charge may be made on Wines.

(B) The Hirer shall not bring or attempt to bring onto the premises any product for consumption without the specific authority of the Caterer.