POLICES AND PROCEDURES
THE EVINGTON HALL

EHP 1 Terms and Conditions of Hire / Booking Procedure

To be issued with the booking form.

FOR PUBLISHING ON THE EVINGTON HALL WEBSITE WITH A PRINTED COPY IN THE 'PROCEDURES FOR HALL USERS' FILE TO BE FOUND IN THE HALL KITCHEN

Booking the Hall

1. There must be a named Responsible Person for each hire of the hall who must be present during the whole period of hire. The Responsible Person must be aged 21 or over. The Responsible Person should carry a fully charged mobile phone with them at all times in case of emergency. The hall does not have a land-line telephone and there is no public telephone nearby. The Responsible Person is also the Fire Officer during the hire period and is deemed responsible for the safeguarding of their attendees.

2. The hall can only be booked via the Bookings Officer (Shelley) by completing a Booking Form found on the website, applied for by email (bookings@evingtonhall.org.uk) or by phone / text 07831 127192 / 01233 750495 requesting a paper copy.

3. Upon acceptance of a booking, the Bookings Officer will confirm the Booking by email or post. The Treasurer will issue an invoice for the booking which must be paid in full by the hirer on receipt of the invoice. Your booking will be listed on the website as 'Private Booking' (for private hire bookings only).

4. The Trustees of the Hall reserve the right to charge a deposit against damage.

Use of the Hall

5. Hirers are advised to complete a risk assessment for their event.

6. Access: The Bookings Officer will advise the hirer of the key safe code.
The key safe is located inside the porch, on the right-hand side. The entrance door is opened using the key. The alarm is deactivated by placing the grey fob on the alarm base, which is on the right-hand side near the entrance door. The reverse applies on departure. Please note that the alarm will sound for at least one minute before setting. Please wait to ensure it is set before departing.

7. The Bookings Officer will ensure that the heating for the hall is turned on in advance of the booking, when heating is required. Please note that the heating is controlled automatically by the Bookings Officer. Under no circumstances should the hirer touch the heating controls.

8. Smoking is NOT PERMITTED in any part of the hall nor the immediate surroundings.

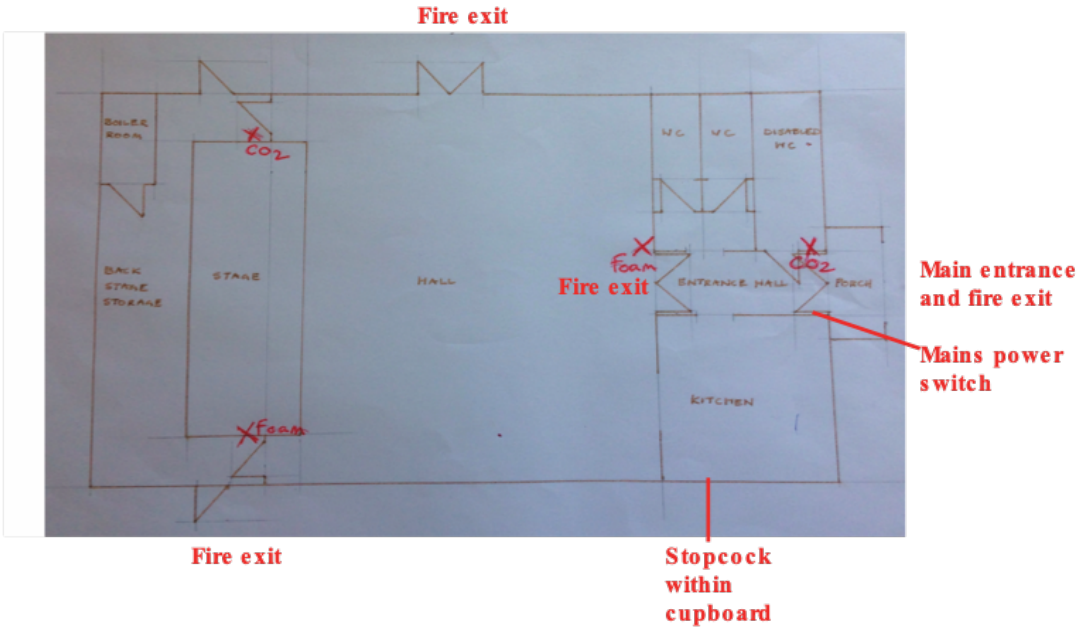
9. NO FIREWORKS or NAKED FLAMES permitted.

10. NO ANIMALS except guide dogs permitted without prior permission.

11. Children are NOT ALLOWED in the Kitchen or on the Stage or Behind the Stage, except as a performer during a performance.

12. Bouncy Castles are NOT ALLOWED inside or outside the Hall Premises.

13. Fire Exits should be kept clear at all times. There is no smoke/fire alarm system. There are four Fire Extinguishers in the hall (in the entrance hall, the main hall by the double entrance doors and by the left-hand and right-hand doors adjacent to the stage). There is fire blanket in the kitchen. The Responsible Person as Fire Officer should familiarise themselves with the position and operation of the Fire Extinguishers.



In Case of Fire

14. In case of a fire, the Responsible Person/Fire Officer should evacuate the hall and call the Emergency Services by dialling 999, giving the location of the hall as:

The Evington Hall or Evington Village Hall
Lees Road
Elmsted
Ashford, Kent
TN25 5HR

Grid Reference: TR 098 449
What3Words reference: clinic.crafts.slide

It is advisable to mention that the hall is very close to the centre of Hastingleigh village.

The Responsible Person/Fire Officer should ensure that all persons have evacuated the hall and have grouped in the area at the far end of the hall car park underneath the trees, and a safe distance from the fire. The Responsible Person/Fire Officer should remain at the hall until the Emergency Services have arrived.

The Responsible Person should notify the Booking Officer as soon as possible that there has been a fire at the Hall.

Defibrillator

15. Please note the position of the defibrillator – on the external wall facing the car park/road.

Kitchen

16. The kitchen is equipped with an instant water boiler for making tea and coffee and an immersion heater for providing hot water to the kitchen and toilet taps. Instructions for their operation are located in the kitchen. Detergents will be provided. We do not provide hand drying towels, tea-towels or dishcloths. Hirers must supply their own cloths/tea-towels and must remove them after hire. There is a first aid kit available in the kitchen for use at hirer's own risk.

Licences

17. Capacity.

The hall is licensed by Folkestone & Hythe District Council for the following:

Close Seating:	130 persons
Dancing:	130 persons
Seated with Dancing:	72 persons
Seated at Table:	59 persons
Exhibition:	43 persons

18. The hall is licensed by Folkestone & Hythe District Council for the consumption of alcohol by persons over the age of 18 provided the alcohol is supplied by the hirer free of charge or is brought to the hall by those attending the event.

19. The hall is NOT LICENSED for the sale of alcohol. Hirers wishing to sell alcohol at an event MUST obtain a Temporary Event Notice (TEN) from Folkestone & Hythe District Council prior to running an event. An application for a TEN must be received by Folkestone & Hythe District Council at least ten days before the start of an event at the Hall. Please use this link to apply for a licence:

https://www.folkestone-hythe.gov.uk/licensing/alcohol-and-entertainment-licences/apply-for-a-temporary-event-notice

20. Please note that the hall does not hold a tv licence.

End of Hire

21. At the end of the Hire Period, the Responsible Person should:

- Check that the water boiler and immersion water heater are turned OFF
- Check that the electric cooker is switched off at the wall and all knobs are set to zero.
- Check the electric cooker is clean, if it has been used.
- Check all plugs are removed and switched off except the fridge and oil level monitor.
- Check that all tables are wiped and returned to the storage room at the rear of the stage; the floor is swept; all crockery and cutlery are returned to cupboards in a clean condition.
- Check that chairs are stacked - no more than 4 high
- Check that curtains are left open (stage curtains remain closed).
- Ensure all windows are closed and locked.
- Switch off all lights in the kitchen, the hall, entrance hall, disabled toilet and external lights. The external lights will remain on for a short while to assist with exiting the hall, if the **white button** adjacent to the light switch in the hallway is depressed. Please Note: the two unisex toilet lights and rear of stage lights are automatic and will turn themselves off when no movement is detected.

22. **It is the responsibility of the hirer to bag up their kitchen and cloakroom waste and take it home for disposal.**
Black bin bags will be provided under the sink in the kitchen.

23. **ON DEPARTURE**

Set alarm.

Ensure **BOTH** front door locks are secured and return key to the key safe in the porch.

Regular Users are responsible for setting the alarm and locking the hall using the key and fob supplied to the Regular User Trustee.

Thank you for your co-operation.

The Trustees of The Evington Hall

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CHECKED & UPDATED ANNUALLY

APRIL 2026