

Benenden Village Hall Hall Hirers' Handbook

Updated: May 2026



A guide for persons hiring Benenden Village Hall

John Betts, Hall Manager (07562 993856)

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Parking

There are two car parks at Benenden Village Hall: the small car park at the side of the building by the main road, and the larger main car park at the front of the building. Both car parks are free.



Side Car Park



Main Car Park

Both car parks are for the use of persons attending Benenden Village Hall or using other Benenden Village Trust facilities such as the recreation field, children's play area and bowls club. The car parks are often used for dropping off / picking up from the nearby Primary School. This has not been approved but does not generally cause an issue. If problems are anticipated for a large event at the hall, contact can be made with the school for parents to be advised and signs placed at the entrance to the car park.

The car park spaces nearest the main entrance are reserved for use by disabled badge holders.

Drivers are requested to park considerately, and parking is not permitted on the grass areas or pavements. Please do not obstruct the main entrance.

Overnight parking is not generally permitted at Benenden Village Hall without permission of the hall manager.

PLEASE NOTE

Persons using the car parks do so at their own risk and Benenden Village Trust accept no responsibility for loss or damage incurred to vehicles or injury to persons using the car park.

Disabled Access



The car park spaces nearest the main entrance are reserved for use by disabled badge holders.

There are no steps for access to the main building or Community Office with access to both by a gentle slope.



There is a dropped kerb in front of the main entrance for pushchairs, wheelchairs, and mobility scooters. There is textured paving in front of the main entrance to assist visually impaired visitors to the hall.

An accessible toilet is provided and situated off the communal lobby nearest to the main entrance (light switch for all toilets is in the cleaning cupboard in the foyer).

There is no disabled access onto the main hall stage or balcony area.

Building Access

Benenden Village Hall has a state-of-the-art facial recognition door entry system which can also be used with issued key cards or temporary QR codes to gain access to the building.

The Hall Manager is responsible for managing the door entry system and regular hirers will be added to the facial recognition system.

Temporary QR codes can be created and issued to persons hiring / using the hall on a one-off or occasional basis. The QR codes will be issued together with instructions on how to use them. Hirers may share their QR code with other persons requiring access to the hall during their hire period (e.g. caterers or other family members) as part of the same booking. QR codes should not be shared with guests. QR codes can be printed off or displayed on a mobile phone / device.

After building access has been validated, the outer entrance door will be heard to click and unlock. The left door can then be pulled open. After a few seconds, the door will re-lock if not opened.

The main entrance door will remain open if opened fully. To open the other door, top and bottom locking bolts need to be disengaged on the edge of the door. Hirers must ensure that both doors are secure when leaving.

Inner doors for the communal lobby and main hall can be hooked open.

Hirers are responsible for the hall during the period it is hired and whilst hirers may leave doors open for persons attending their event, consideration should be given to closing the doors to prevent anyone else entering the building after their event has started.

It is the policy of Benenden Village Hall not to book either of the halls without a 15-minute gap between bookings unless by prior arrangement. However, hirers should be mindful that when only one of the halls has been booked, there may be another booking / event in the other hall. Hirers are requested to minimise disruption to other persons using the venue where possible.

Lighting

External lighting is operated by PIR sensors during the hours of darkness until midnight.

Light switches for the entrance and communal lobby / foyer are located just inside the main entrance on the left by the fire control panel.

All of the internal lighting has been upgraded to LED lights which are more reliable, efficient & economic. The lights for the toilets and changing rooms are sensor operated and set to go off after 5 minutes. The lights in the electrical equipment cupboard, backstage area step and staircase by rear entrance to the hall are also sensor operated for safety reasons.

The main hall light switches are located just inside the main hall. There is a panel of 4 light switches that control alternate lights around the hall to provide the flexibility to tailor the lighting to hirers' specific needs. Push each light to switch lights on / off or press and hold each switch to dim / increase brightness. The lights on the balcony area can also be dimmed as required.

Additional lighting is available for the backstage and the stage areas. Light switches are located 'stage left' by the electrical equipment cupboard.

Additional high-level spotlights, not for general use, are available in the main hall for persons hiring the hall for playing sport. The light switches for these are located in the cleaning cupboard in the lobby / foyer.

In addition to the blinds in the main hall and the small hall / meeting room, the main hall also has eight high level sky lights with blinds. Please advise the hall manager if the blinds are required to be open or closed. Hirers may operate the blinds themselves but would need to use a chair / ladder and have access to the balcony area.

The hall is fitted with emergency lighting to identify exits in the event of an emergency, power cut or fire alarm activation.

Hirers are requested to ensure all lights are switched off when leaving the building.

Ambient Lighting

The main hall has LED light strips along the walls and around the stage for adding atmosphere to events and which hirers are welcome to use. The controller is on the stage floor (opposite side to the steps) there are instructions on the wall (on the stage). for example, to set blue lights around the hall, switch on the controller, set sliders 3 & 6 to full and the master slider to full. Please turn off the ambient lighting after use by setting the 'Master' slider to 0 and turning off the switch on the side of the controller.



The LED lighting strips around the stage and along the walls of the main hall can be used independently from the stage lighting system using the controller pictured here. The on/off switch is on the side.

The six slider controls* are used to set the colours of the lighting strips. The first 3 sliders operate the lighting strip around the stage, and the second 3 sliders operate the lighting strips along the walls of the hall. The 'MASTER' slider controls the brightness of the lights. The 'BLACKOUT' button can be used to turn off all of the lights. *If the sliders are not working, try pressing the blue button once and try again.

Slider	Colour	LED Light Strip
1	Red	LED Light Strip Around Stage
2	Green	
3	Blue	
4	Red	LED Light Strips Along Walls
5	Green	
6	Blue	

The colour of the LED light strips can be changed by varying the levels of red, green and blue. Every colour has a corresponding 'RGB' value made up of three numbers (0-255) that represents the proportions of each colour (red, green & blue) that can be combined to produce the required colour.

For example, pink (raspberry) has an RGB value of 255-0-125.

- The red slider needs to be at its highest setting (255 / 100%).
- The green slider needs to be at its lowest setting (0 / 0%).
- The blue slider needs to be around halfway (125 / 49%).

Electrics

Benenden has a 3-phase electricity supply for which the main supply switch / lever is located on the main hall stage (stage left). Other electrical equipment is located in the adjacent cupboard on the stage. The cupboard light is operated by a sensor and will turn off after a few minutes.

Please note that hirers are not permitted to use any of the electrical audio / video equipment unless they have paid the appropriate hire charge or are permitted to do so.

Circuit breakers are located in the two panels inside the cupboard on the stage. In the event that power is tripped during a period of hire, competent persons are permitted to reset trip switches. However, hirers may also contact the hall manager who may be able to attend, reset the circuit breakers and investigate any issues.



PAT (Portable Appliance Testing)

Benenden Village Trust are responsible for ensuring that its electrical equipment has been safety tested. If hirers are using any of their own electrical equipment (or using a company that will be doing so) they must ensure that the equipment has been tested / is safe to use.

Hirers may be liable for any injury, loss or damage incurred as a result of their own electrical equipment.

Heating

The Main Hall is heated by a large gas boiler, in the locked boiler cupboard with warm air vents situated around the hall. The main hall heating is controlled by a schedule and thermostat. The hall manager is responsible for setting the times and temperatures for heating the main hall. However, hirers may adjust the thermostat to suit their own needs. It is not necessary to reset the thermostat after use as it will automatically reset as per the programmed schedule.

The thermostat is located in the main hall by the chair & table store and can be adjusted by gently rotating the outer housing.



The hall manager is able to remotely adjust the heating if required to do so. Please advise the hall manager of any specific needs relating to the heating. The small hall / meeting room is heated independently to the main hall by two wall-mounted electric heaters. Hirers may use these as required. Please ensure the heaters are switched off before leaving the building.

Several portable electric heaters are available in the event of any problems with the heating. Please contact the hall manager if these are required.



Wi-Fi

Benenden Village Hall has Wi-Fi throughout the building that hirers and visitors are welcome to use.

Network Name: **Benenden Village Hall**

Password: **Benenden2024!**

Please note that the password is case sensitive.

Alternatively, the below QR Code may be used to connect to the Wi-Fi without having to enter a password. Simply scan the code using the camera on a mobile phone or device:



Notices with the QR Code are placed around the building.

All of the above information is also displayed on the inside of the door to the cleaning cupboard in the communal lobby.

The Wi-Fi router is located in the Community Office which hirers do not have access to. Wi-Fi extenders are used throughout the building to ensure internet access is available everywhere. Please do not move or switch off any of the Wi-Fi equipment / extenders.



Tables & Chairs

Hirers are responsible for setting up and clearing away tables and chairs. There is a supply of tables and chairs in both halls that hirers are welcome to use. Please ensure that the tables are wiped clean after use.

We have a supply of folding tables (16, large, 16 medium and 8 small). Trolleys are provided for moving tables.



6' Large Folding Table
182 (length) x 61 (width) x
70 cm (height)



4' Medium Folding Table
121 (length) x 68.5 (width)
x 70 cm (height)



3' Small Folding Table
91 (length) x 76 (width)
x 70 cm (height)



6' Large Round Foldable Tables
Approx. Diameter = 184 cm,
Height = 73 cm.

The main hall has a supply of 12 large round foldable tables. These tables are more suitable for formal 'sit down' functions such as weddings and fund-raising events, seating 8 to 10 people, and will require tablecloths.

Both halls have a supply of chairs with a total of approx. 200 banquet-style chairs, 40 folding chairs that hirers are welcome to use.

Trolleys are provided for moving chairs.

Chairs are to be returned to the appropriate storage cupboard / location after use with banquet-style chairs (green) left in stacks of 6 chairs.



banquet-style chair



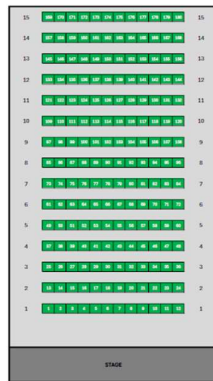
folding chair

Seating Plans

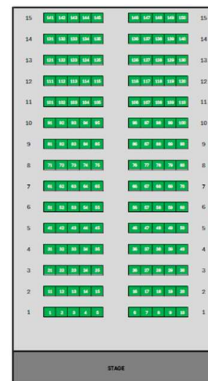
If you are organising an event with more than 50 persons attending and will be using seating (with or without tables), several suggested seating plans are available to view on our website which may prove useful.

<https://benendenvillagehall.org/seating-plans/>

If you will be using seating set out in rows, there are minimum width requirements (1050 mm) for gangways to comply with the guidance for fire risk assessments and evacuation plans. In the main hall, it is recommended that there are no more than 12 chairs in a row with gangways either side, or 10 chairs (5 either side) if there will also be a centre gangway. In the small hall / meeting room, it is recommended that there are no more than 10 chairs in a row with gangways either side, or 8 chairs (4 either side) if there will also be a centre gangway.



Suggested layout for 180 seats in 15 rows of 12 chairs in the main hall.



Suggested layout for 150 seats in 15 rows of 10 chairs in the main hall.

The above suggested seating plans can be easily adapted for public meetings, etc. by using tables in front of the stage and removing rows from the front if required or changing the spacing between rows.

Government published guidance on the use of temporary seating states:

If temporary seating is provided, these should be secured in lengths of not fewer than four seats (and not more than 12). Each length should be fixed to the floor.

Whilst it is impractical for chairs to be fixed to the floor, it is recommended that chairs are joined together using the available straps to reduce the hazard that unsecured seating may cause in the event of an evacuation.

Other Items

Other items that hirers are welcome to use include:



Large Bar

245 (length) x 58 (depth) x 107 cm
(height)



Small Bar

126 (length) x 58 (depth) x 107 cm
(height).



**Portable Flip-Chart Stand /
Whiteboard**
(65 x 90 cm)



Magnetic Whiteboard
(120 x 90 cm)

Hirers are welcome to use any of these items whilst hiring the hall but will need to provide their own dry-wipe pens / magnets for the whiteboards. Simply return them to the appropriate storage cupboard after use.

Please Note: The table tennis tables and equipment in the main hall storage cupboard do not belong to the hall. They are the property of The Weald Table Tennis Club and are not to be used.

Security / CCTV

Benenden Village Hall is fitted with CCTV cameras at key locations covering both the inside and outside of the building. The cameras are part of the hall's security system that will activate when motion is detected at relevant times.

The CCTV cameras are programmed not to record during periods when the halls have been hired and are not routinely monitored when either hall is being used. The cameras can be remotely monitored at all times if the need arose, or in the event of an issue or emergency.



The fire exit doors in the kitchen and main hall may be opened by hirers for easier access, to reach outside areas, for fresh air or to exit the building in the event of evacuation. These doors are not alarmed.

Hirers are responsible for ensuring the building is safe and secure at the end of their hire period - a **Hall Hirers' Checklist** is displayed on the cleaning cupboard door and main exit door to assist.

If both of the outer main entrance doors have been opened, hirers must ensure that both doors are secure and bolts engaged when leaving.



The last person leaving the building (the hirer), except in the case of an emergency evacuation, should do so by the main entrance after ensuring that all windows and doors are secure.

Fire Alarm System

Benenden Village Hall is subject to regular fire safety inspections and risk assessments. Fire safety equipment is regularly inspected and tested.

The building is protected by a fire alarm system with smoke detectors throughout the building and alarm activation call points at key locations. A variety of different fire extinguishers and fire blankets are also located at key locations.

The fire alarm control panel is situated by the main entrance to the communal lobby.



Hirers should not need to touch the fire alarm control panel. If the alarm sounds, the building should be evacuated, and the fire service contacted by dialling 999. The only exception to this will be a false alarm for which the reason for activation is confirmed.

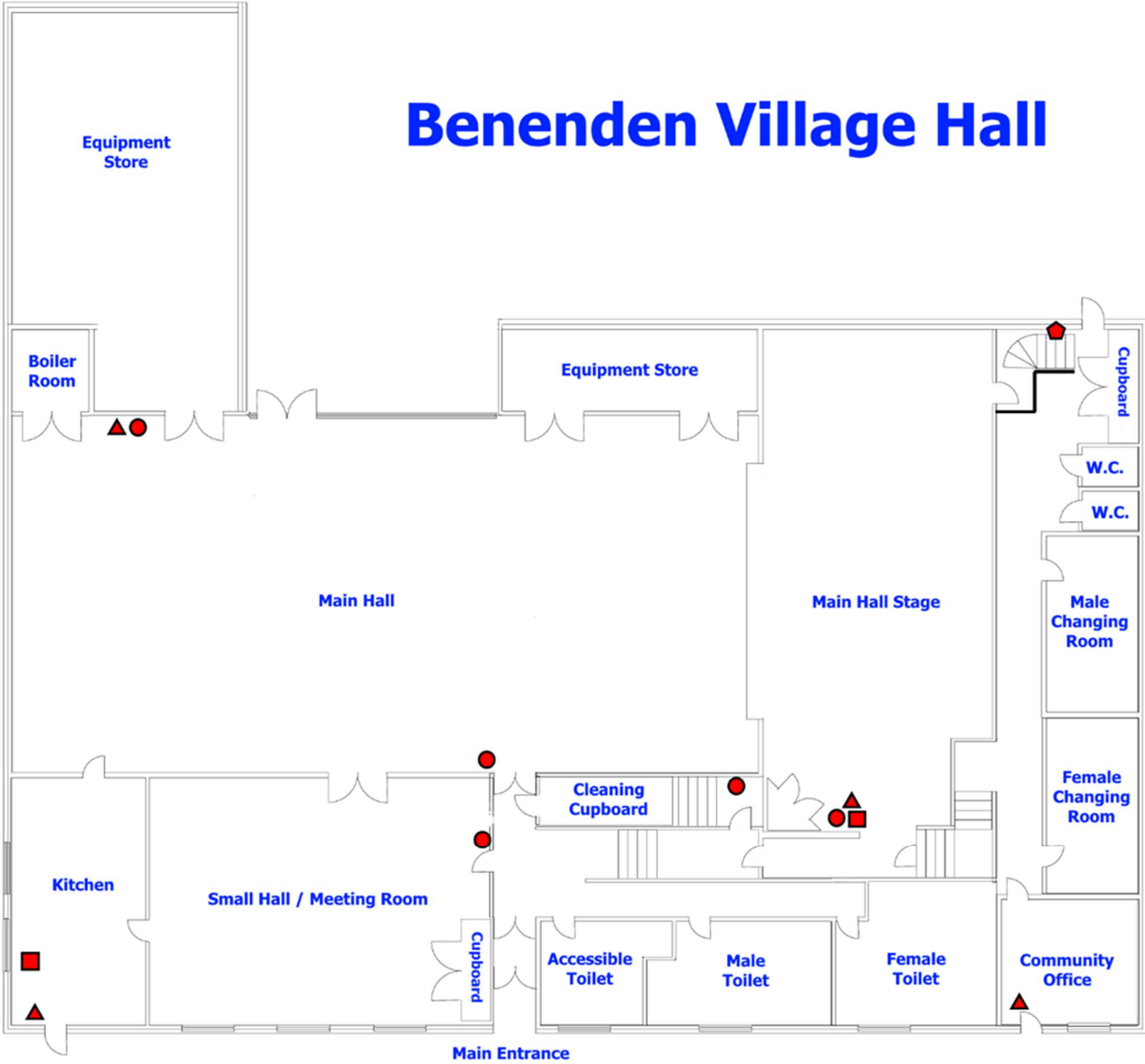
The hall manager should be notified of any fire alarm activations on mobile no. **07562 993856**. If appropriate, the hall manager can advise hirers how to reset the fire alarm system.





Please note that the fire service is not automatically notified of any fire alarm activations.

Hirers must not use and pyrotechnics, haze, smoke or fog machines without permission from the hall manager as they may activate the fire alarm.

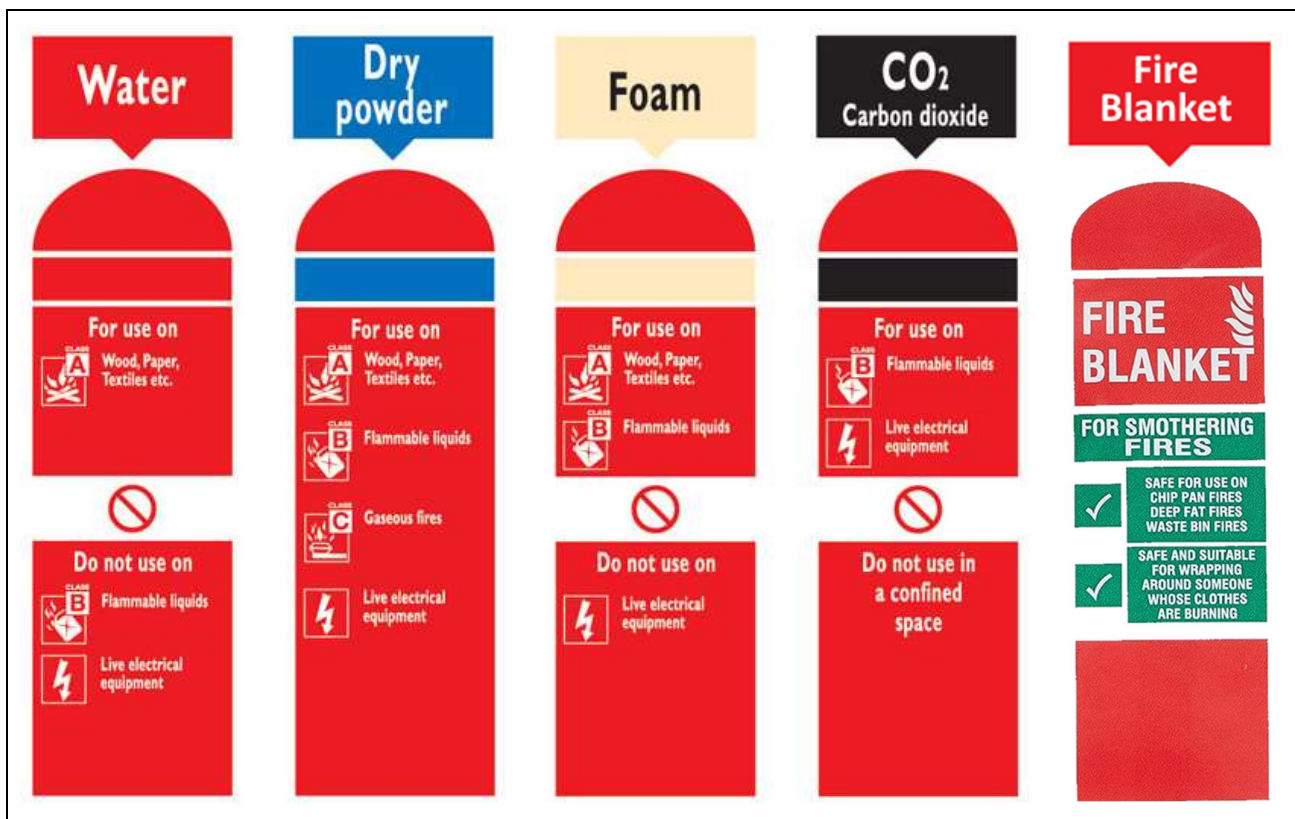
Fire Extinguisher Locations

Benenden Village Hall



-  = CO2 Extinguisher
-  = Foam Extinguisher
-  = Water Extinguisher
-  = Fire Blanket

Types of Fire Extinguisher / Use



Water

A Class: Paper, wood & textiles.

Dry Powder

A Class: Paper, wood & textiles.

B Class: Flammable liquid such as oil & paints.

C Class: Gaseous fires.

Live Electrical Fires

Foam Spray

A Class: Paper, wood & textiles.

B Class: Flammable liquid such as oil & paints.

Carbon Dioxide

B Class: Flammable liquid such as oil & paints.

Live Electrical Fires.

Fire Blanket

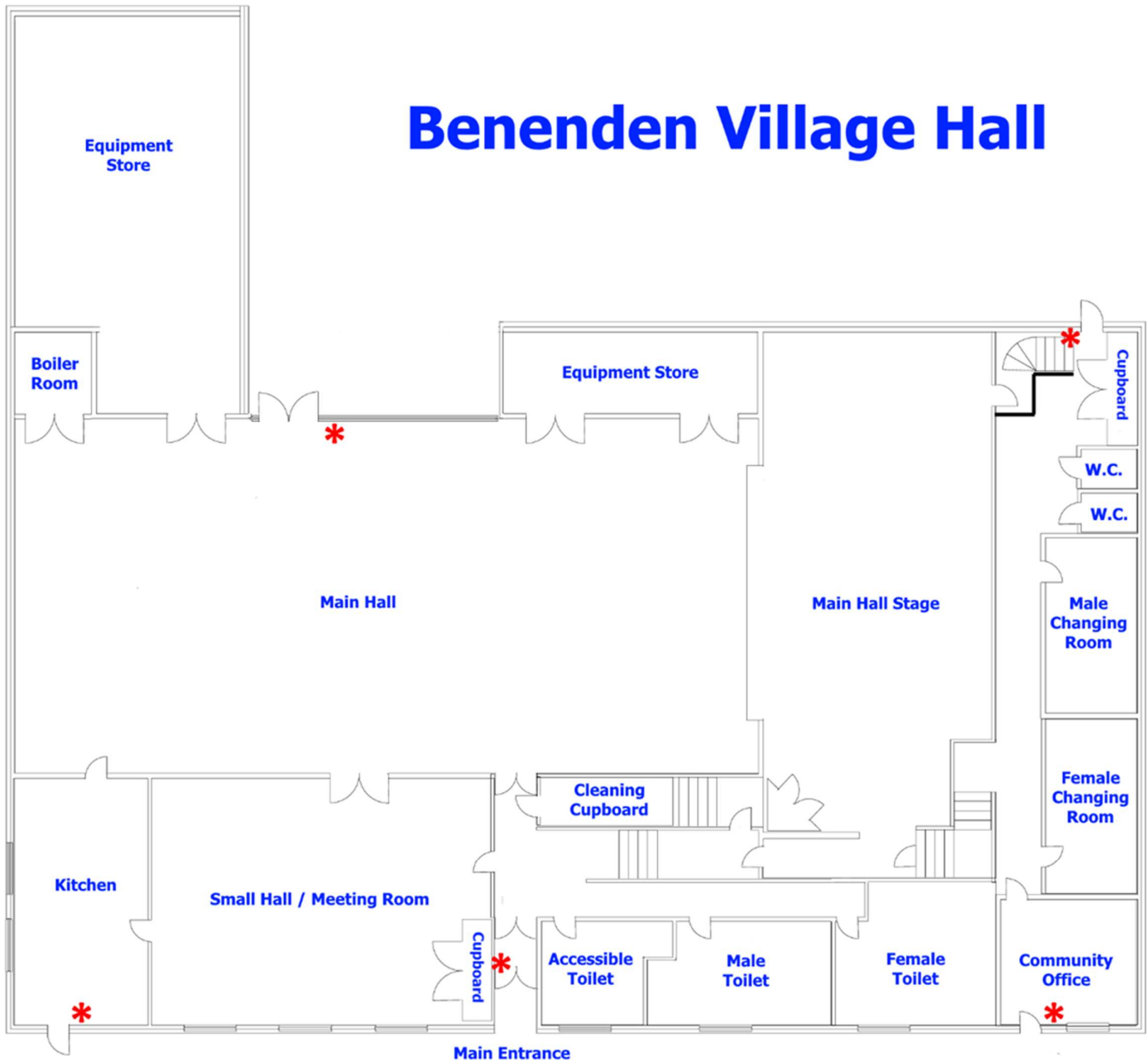
Chip pan fires.

Waste bin fires.

Wrapping around someone whose clothes are burning.

Fire Alarm Activation Call Points

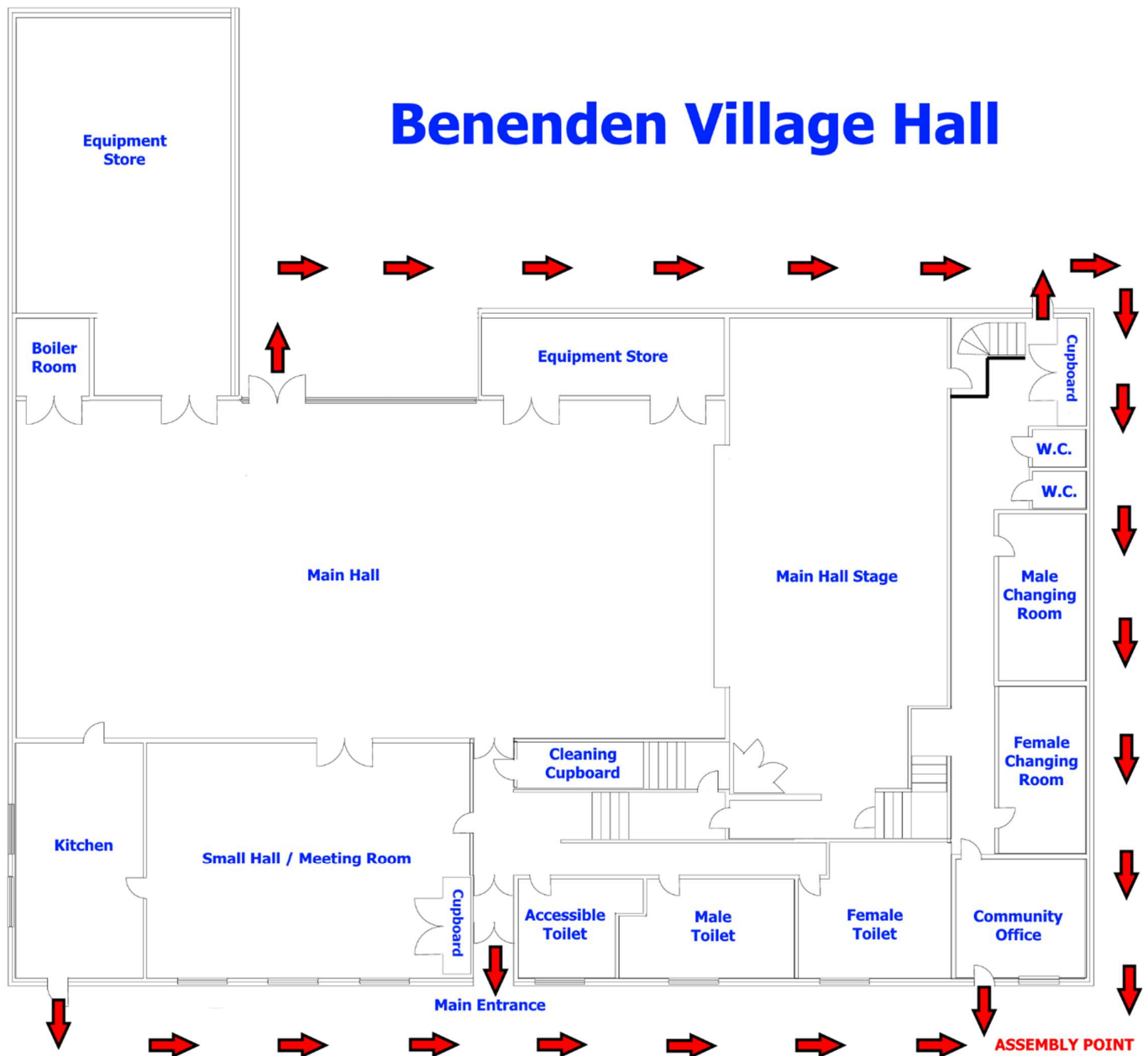
Benenden Village Hall



*** = Fire Alarm Point**

There is also a fire alarm bell, located in the communal lobby, that can be manually operated to sound the alarm in the event of a fire or other emergency.

Emergency Evacuation Routes



In the event of the fire alarm sounding, the hall hirer is responsible for ensuring that all persons leave the building by the nearest emergency exit and make their way to the **Fire Assembly Point** located on the recreation field by the entrance to the main car park. All persons should be accounted for, and the emergency services notified of any missing persons.

Hirers organising events should ensure that there are sufficient nominated 'fire wardens' present who are familiar with the processes to be followed should the need to evacuate the building arise. Further advice is available from the hall manager prior to the event.

Toilets

Toilets are located off the communal lobby and are for use by persons hiring / using either the main hall or the small hall / meeting room. The lights to all of the toilets are activated by sensors.

There are nearby public toilets for use by members of the public who sometimes visit the hall to use the toilets. Whilst it is ultimately up to the hall hirer who they allow into the building, there are no public toilets at Benenden Village Hall. Hirers should consider this when leaving the main entrance open during their period of hire as they could be held responsible for any damage caused during their period of hire.

A notice has been displayed to advise members of the public that there are no public toilets, but also that during office hours they may use the toilets at the Community Office which are separate from those in the main building.

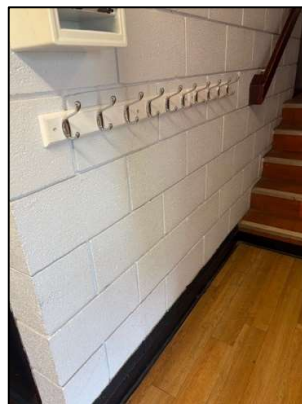
Whilst every effort is made to ensure that each of the toilets are suitably supplied with toilet paper and soap, limited supplies are kept in the cleaning cupboard in the communal lobby.

Hirers are requested to check the toilets before leaving the building to ensure they are clean and that no taps have been left running.

Coat Hooks

There are ample coat hooks in the foyer for hanging up hats, coats & umbrella's etc. These are situated in the corridor leading to the toilets.

A row of lower-level coat hooks are also available for children to use.



The Communal Kitchen

The kitchen is for use by persons hiring / using either the main hall or the small hall / meeting room. It can be accessed from either hall, and has serving hatches to each hall.

The kitchen is well-equipped, and hirers are welcome to use any of the items or equipment in the kitchen.

Whilst every effort is made to ensure the kitchen is suitably supplied with paper towels, washing-up liquid, soap and additional rubbish sacks, limited supplies are kept in the cleaning cupboard in the communal lobby.

The hot water in the kitchen is very hot, and care should be taken to avoid any accidents. It is advised that young children are not allowed in the kitchen when it is being used. The water in the kitchen is heated independently by an under-sink water heater, in the event that there is no hot water in the kitchen, hirers should check that the wall switch labelled 'Under Sink Water Heater' is switched on.

The kitchen is also equipped with a boiling water machine to provide boiling water for hot drinks / cooking. This is normally switched off and can be switched on at the wall switch to the left of the machine labelled 'Water Boiler'. The machine will take approx. 20 minutes for the water to reach the appropriate temperature but will then continually heat the water to provide instant boiling water as required.

Hirers are requested to ensure that the kitchen is left clean and tidy, items have been put away, personal items removed from the fridge / freezer, and the boiling water machine switched off.

Bins are provided in the kitchen, and in both halls, for general waste and dry mixed recycling. **See Rubbish & Recycling.**

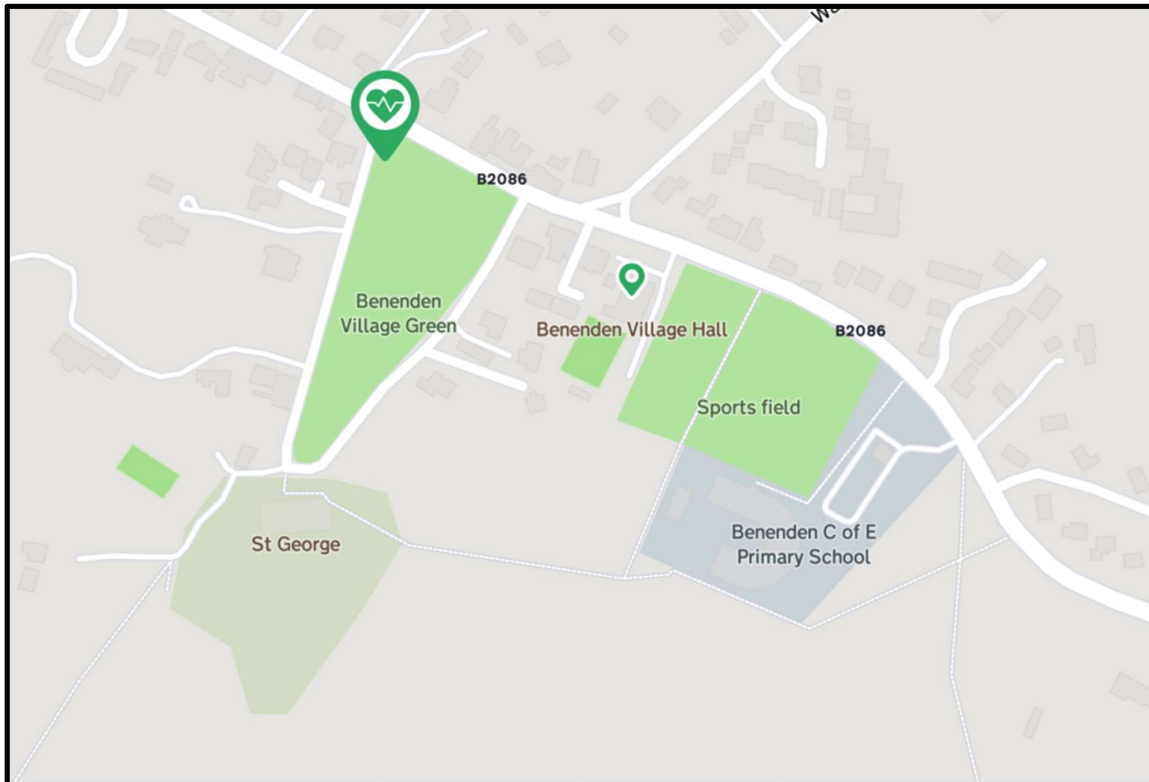
There is an emergency fire exit from the kitchen into the main car park. This is not alarmed, and hirers are welcome to use this door for loading / unloading or for accessing the outside rubbish bins. Hirers are requested to ensure this door is secure before leaving the building.

First Aid

The hall has a basic first aid kit in the cupboard in the kitchen. In the event of an emergency, hirers are advised to telephone **999** and request an ambulance. The full address for Benenden Village Hall is printed on the back cover of this booklet together with the What3Words location code.

The nearest defibrillator is located on the far side of the village green at

Wheelwrights House, The Street, Benenden, Kent, TN17 4DJ



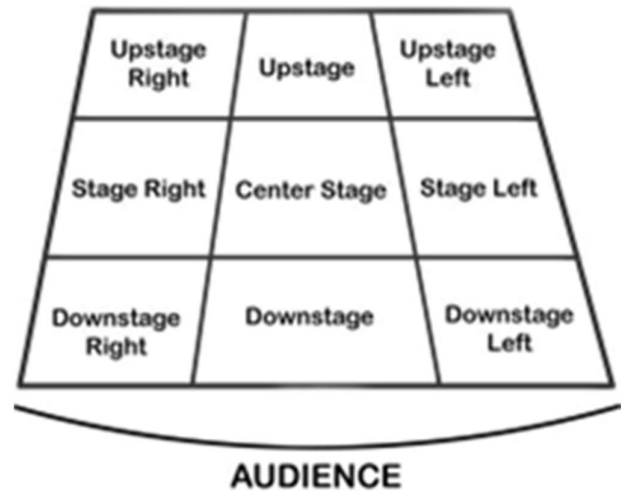
Further information about the nearest defibrillator, instructions on how to use it, and links to first aid information can be found on the Benenden Village Hall website:

<https://benendenvillagehall.org/first-aid/>

or by scanning this QR Code using the camera on a mobile phone or similar device:



The Stage



Use of the stage is included with hire of the main hall although additional charges apply for hiring the sound system, microphones, projector and the stage lighting console.

All of the stage curtains are opened / closed manually and should only be operated by a competent adult.

The stage is used for both professional and amateur stage productions and, due to its lighting and height (raised 1 metre from the floor), presents a potential hazard to persons using the stage. Care should be taken when using the stage and children using the stage should be suitably supervised at all times.

The steps leading onto the stage can be positioned on either side of the stage or removed and placed on the stage.

To the rear of the stage are doors leading to the changing rooms. Unless the changing rooms have also been hired, persons should have no reasons to access this area. In the event of an emergency, persons can leave the building via these doors to an exit from the building.

Additional lighting is available for working on the stage area. This is plugged into a socket (stage left).

PLEASE NOTE

There is high voltage electrical equipment on the stage area. Please ensure that children are suitably supervised at all times when using the stage.

The Balcony Area

The balcony area overlooking the main hall is kept locked and children are not permitted on the balcony unless supervised by an adult at all times. Hirers are welcome to make use of the balcony area – the key is hanging in the cleaning cupboard in the foyer (on an orange fob just inside the door).

The balcony is a good place for parents, etc. to wait after dropping off or when picking up their children from parties, clubs, rehearsals, etc. There are a sofa and some chairs for this purpose. Hirers can decide whether this area is to be used and noise should be kept to a minimum to avoid disturbing / disrupting classes, etc. This area is not a public viewing gallery.

Regular hirers are welcome to store equipment in the balcony cupboards, but this must be arranged with the hall manager.

The access gate to the balcony must be locked after use.

The balcony area is covered by CCTV.

Please note that the balcony area is used for controlling sound and lighting during some performances when access may be restricted.



Cleaning / Clearing Up

Benenden Village Hall is regularly cleaned with regular checks also being completed by the hall manager and/or trustees. However, it will not always be possible to ensure that everything is as expected – especially at busy times or when there are successive / multiple bookings. Any issues should be brought to the attention of the hall manager together with photographs of any damage or items needing to be replaced / repaired. Feedback is always appreciated and will help to improve the experience for other hirers. For urgent matters, the hall manager can be contacted on mobile no. **07562 993856**.

As part of the terms and conditions, Hirers are required to ensure that the hall is clean and tidy before they leave. A **Hall Hirers' Checklist** is displayed on the cleaning cupboard door and main exit door to assist. The cleaning cupboard in the communal lobby has a vacuum cleaner, mop, bucket, brooms, dustpan / brush together with additional supplies of paper towels and rubbish sacks for hirers to use.

All items of kitchenware that have been used are required to be washed up and put away. Spare tea towels can be found in one of the kitchen drawers.

Please Note: Hirers should allow sufficient time within their booking for setting up and cleaning / clearing up afterwards.



All spillages must be cleaned up immediately.

Rubbish & Recycling

Benenden Village Hall encourages hirers to reduce the amount of waste and single-use plastic items. To assist with this the kitchen has a supply of crockery, cutlery, glassware and plasticware that hirers are welcome to use.

Hirers are welcome to use the Benenden Village Hall rubbish and recycling facilities including the two large bins located outside the kitchen which are emptied fortnightly. Please note that there are two separate bins:

General Waste (black lid)



Items of general waste, including glass, should be placed in the general waste bin in black bin bags.

Dry Mixed Recycling (red lid)

Items to be recycled (not glass) should be clean, dry, and placed loose (not in bin bags) in the recycling bin.

Items that can be recycled include:

- Cardboard;
- plastic bottles, pots, tubs & trays;
- paper;
- food tins & drink cans.



As Benenden Village Hall has no facilities for recycling glass, hirers are encouraged to take their empty glass bottles with them to be recycled elsewhere.

The kitchen and the cleaning cupboard in the communal lobby have additional supplies of rubbish sacks for hirers to use.

Due to issues with rubbish being dumped, we have had to start locking the outside bins. Please use the key in the kitchen, hanging on the hook by the fire exit door, to unlock them. Please ensure they are locked after use.

Additional Equipment

Unless otherwise advised, hirers who have hired additional equipment such as microphones should leave any items on the stage for the hall manager to put away.

Please ensure that any items such as the mirror ball, projector, disco lights and microphones are turned off after use.

Benenden Village Hall has adapters for mobile phones, tablets, laptops, and musical instruments etc. to use with the hall's sound system. Hirers should check with the hall manager to ensure their device / equipment will be compatible.

Also see 'Tables & Chairs'.

Projector

Benenden Village Hall has a projector in the main hall that can be hired for parties, meetings, lectures, etc. There are projector screens in the main hall & small hall / meeting rooms that hirers are also welcome to use with their own equipment.

The easiest way to connect to the hall's projector is by using the HDMI cable provided. Hirers should ensure that their device has an HDMI connection or an appropriate adapter.

The projector can also be connected to wirelessly using a laptop, tablet device or mobile phone using the Epson iProjection software or app.

Please speak to the hall manager if you have any questions.



<https://epson.com/support/wireless-projector-support>

Hall Hirers' Checklist

A **Hall Hirers' Checklist** is displayed on the cleaning cupboard door and main exit door to assist hirers with ensuring everything is in order prior to leaving the building.



Hall Hirers' Checklist

Thank you for choosing to hire Benenden Village Hall. We hope that everything has been to your satisfaction. Please feedback any suggestions or issues to help us improve the experience for our hirers.

Before leaving the building, please ensure the following items, if applicable, have been completed:

-  Tables, chairs & equipment put away.
-  All external doors and windows secured.
-  Electrical equipment switched off.
-  Bolts engaged on outer main entrance doors.
-  Internal fire doors closed.
-  Toilets checked and no taps left running.
-  Any rubbish / recycling placed in bins.
-  Boiling water heater in kitchen switched off.
-  Cups, plates, etc. washed and put away.
-  Any spillages cleaned up.
-  Floors cleaned and swept if necessary.
-  All lights switched off.
-  Heaters in small hall / meeting room switched off.

**Thank for your assistance and cooperation to help keep
Benenden Village Hall safe and secure.**

John Betts, Hall Manager

Safeguarding

Hirers must be present during their event and are responsible for ensuring that the premises are only used for the purpose described in the booking agreement and may not sub-hire or allow the premises to be used for any unlawful purpose.

Children should be supervised at all times and not permitted to enter the kitchen except under careful supervision. Close supervision of children is also required on the stage and in the car park.

No persons under the age of 18 are permitted to consume alcohol on the premises.

Hirers are responsible for the safeguarding of children and vulnerable adults at their event. There should be a minimum of 2 adults providing appropriate supervision at all times.

The NSPCC recommend the following ratios for the general supervision of children:

- **4-8 years:** 1 adult to 6 children (1:6)
- **9-12 years:** 1 adult to 8 children (1:8)
- **13-18 years:** 1 adult to 10 children (1:10)

Hirers are responsible for controlling access to the building during their event and ensuring that uninvited / unauthorised persons do not have access. For events where children will be present it is recommended that the entire venue is hired.

Photographs

Photographs should only be taken of children with permission of a parent / guardian.

The balcony area is a good location for taking photographs / videos of an event.

Benenden Village Hall uses its website (<https://benendenvillagehall.org>), social media and the Benenden Magazine to advertise and promote the hall, its versatility and activities that are available at the hall for people to attend.

It would be greatly appreciated if hirers have any photographs of events or classes at the hall that are appropriate to share, and they would be willing for the hall manager to use.

Any photographs should be emailed to the hall manager at:

enquiries@benendenvillagehall.org

Thank you for hiring Benenden Village Hall.

Benenden Village Hall

The Street

Benenden

Kent

TN17 4DE

<https://benendenvillagehall.org/>
enquiries@benendenvillagehall.org

[///jokers.footsteps.majors](http://jokers.footsteps.majors)