

TERMS AND CONDITIONS FOR HIRE OF LACOCK VILLAGE HALL

Booking Secretary:

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FEES: - as per attached Hire Charge Sheet

Preparation and clearing up must be within the hire period.

The Committee reserve the right to charge an **additional fee** if the hire period is exceeded.

PAYMENT

At the time of booking a £25 deposit is payable, which is non refundable in the case of cancellation by the hirer.

An additional refundable deposit of £50 may be charged at the discretion of the Committee against damage or breakages.

THE BALANCE OF THE HIRE FEE (total hire fee less £25) MUST BE RECEIVED 28 DAYS PRIOR TO THE EVENT.

Local Organisations who are billed in arrears should pay within 14 days of receipt of invoice, otherwise the Committee reserve the right to charge a £10 late payment fee.

Local Organisations who have paid in advance, and wish to cancel all their regular bookings must give 30 days clear notice of cancellation in writing. Following the notice period, a refund will be paid of any pre-paid funds.

Local Organisations who have a regular booking and make an extra booking; in the event of cancellation will be charged the standard fee of £25.00.

CONDITIONS OF HIRE

1. All bookings are taken at the discretion of the Committee or its appointed representative.
2. No person under 18 years of age will be permitted to hire the halls.
3. The Village Hall Committee reserves the right to cancel any bookings in the event of the hall/halls being required for any extraordinary/emergency purposes. The committee will refund any charges already paid by the hirer but will not be liable for the payment of any compensation.
4. The Committee accepts no liability for loss or injury to the hirer, guests or their property.
5. Officers of the Management Committee, who are trustees, have the right to enter the hall(s) at any time.
6. It will be assumed that hire by regular users will automatically continue unless notified otherwise.
7. **It is the hirer's responsibility to contact the Booking Secretary at least 1 week prior to the booked date in order to arrange collection of keys.** Keys must be returned at the end of the agreed time.
8. The hirer is responsible for the cleanliness and tidiness of the hall(s) and its surroundings and should leave the building(s) in the condition in which they would expect to find them. All

kitchen work tops, cooker and surfaces must be cleaned and wiped down after use, the floors swept. The hirer must ensure that all tables and chairs are stacked in a safe manner and are positioned such that they do not obstruct fire exits.

All rubbish must be placed in the appropriate bins provided, and all empty glass drinks bottles, cans etc. placed in the recycling bins. If you have too much rubbish then this must be taken away with you. On NO account should waste material, including bin bags, empty bottles, cans etc. be left outside the kitchen door or left beside the bins.

If the above is not complied with the hirer may incur extra charges or the withholding of all or part of the deposit.

9. Under no circumstances may anything be stuck to the walls using Cellotape or Blue Tac, and **no helium balloons, any found will forfeit the deposit.**
10. Under no circumstances are ball games allowed of any kind.
11. Deposits will not be refunded until the Committee or appointed representative is satisfied that there has been no damage, the premises have been left as the hirer found them and keys have been returned.
12. The Village Hall is situated in a residential area so every effort must be made to keep noise levels and other nuisance down. Failure to do so may jeopardise the refund of the deposit.
13. The Village Hall has no car parking facilities: so as not to cause a disturbance to the local residents, **All Hirers** must not park in East Street. The suggested area for unloading and loading is the southern end of the Tithe Barn and towards the Abbey Gates finally parking in the Red Lion Car Park
14. The Village Hall is NOT licensed for the sale of alcohol. If Hirers wish to sell alcohol, as part of their event, it is their responsibility to ensure that the appropriate “Temporary Event Notice” has been obtained. It is also the Hirer’s responsibility to ensure that the conditions of the “Temporary Event Notice” have been fully complied with. The Management Committee or the appointed representative will require to see evidence that such a Notice has been obtained.
15. The Hirer will comply with all statutory requirements and regulations currently in force and will indemnify the Lacock Village Hall Committee against any claims, demands, action or proceedings in respect of any incident occurring during the period of hire, unless negligence can be proved to be attributable to the LVHC or to defects associated with the premises.
16. The Village Hall committee has a policy of **NO SMOKING** within the buildings and Hirers must comply with this requirement.
17. Where local organisations have been given permission to store equipment in an allotted area, the Village Hall Committee accepts no responsibility, and all liability for loss or damage is hereby excluded
18. In line with the Premises License granted under the License Act 2003 the following apply:
 - i) The premises shall not be used for licensable activities except between the hours of 12 noon and 11.00pm, unless permission issued by Wiltshire Council
 - ii) The number of people on the premises shall not exceed 200
 - iii) Maximum capacity for Main Hall Event utilising tables and chairs – 90
 - iv) Buffet type event Main Hall – 130
 - v) Maximum Capacity for Manor room – 70
19. It is the responsibility of the Hirer to make all Attendees aware of the well signed emergency exits and any evacuation procedure they may wish to implement in the case of fire.
20. **Manor Room Hire** – under no circumstances may Hirers of the Manor Room access the play area to the rear.

Additional Conditions of Hire for Commercial Users

- 1. The kitchen must only to be used for the preparation of stall holders' personal refreshments.*
2. Bookings will be taken in advance for up to one year, but will only be confirmed three months prior to the event date.