

LACOCK VILLAGE HALL & MANOR ROOM

TERMS AND CONDITIONS FOR HIRE

Lacock Village Hall is run by volunteers. For further information please email lacockvhbooking@gmail.com and your query will be answered as quickly as possible.

Our village hall is situated in the centre of the village of Lacock on a residential street. When using the hall we ask for your consideration of our neighbours at all times and particularly when setting up early or when leaving at night. Your cooperation is appreciated and a condition of hire.

FEES - Please see Hire charge Information. Please note that for bookings between 1st October and 31st March, a minimum charge of 3 hours will apply. Please ensure setting up and clearing back time is included in the period of hire requested.

PAYMENT - Once your booking has been noted, you will receive an invoice email for a non refundable deposit of £25.

Balance is due 14 days prior to the event. Entry and exit information will be sent on receipt of this payment.

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

Local organisations, who are billed in arrears, should pay within 14 days of receipt of the invoice. Late payment will result in an additional charge of 5 % being added to the invoice.

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

CONDITIONS OF HIRE

- 1 All bookings are taken at the discretion of the committee.
- 2 Hirers must be aged 18 or over.
- 3 The LVH committee reserves the right to cancel any bookings in the event of the hall/halls being required for any emergency/extraordinary purposes. Any charges already paid by the hirer will be refunded but the committee will not be liable for the payment of any compensation.

- 4 The Committee accepts no liability for the loss or damage to any equipment, property or possessions left in or around the venue. The hirer shall be responsible for the cost of repair for any damage done to any part of the venue or it's contents which may occur during the period of the hire, as a result of the hiring.
- 5 Trustees of LVH charity have the right to enter the hall(s) at any time.
- 6 **The hirer is responsible for the cleanliness and tidiness of the hall(s) and should leave the building in a clean condition. Please ensure all equipment is turned off. All kitchen surfaces must be wiped down after use and the floors swept. All chairs must be stacked safely and tables wiped down, stacked and secured. Please place all rubbish in the appropriate bins. Excess rubbish must be taken away with you and no rubbish can be left outside the hall(s). The hirer will be liable for loss of deposit or additional charges should this condition not be complied with.**
- 7 Fire escapes must be kept clear at all times.
- 8 Hirers are kindly asked not to use sellotape to fix decorations. If Helium balloons are used please ensure they are secured. Due to the height of the hall(s) ceiling, hirers will be charged the cost to remove "escaped" balloons.
- 9 The Committee shall not be held responsible for injury caused by the Hirer's activities, by or on structures erected by the Hirer or for loss of any of the Hirer's possessions. The Committee shall not be held responsible for injury caused by the activities of any entertainment providers employed by the Hirer, by or on structures erected by such entertainment providers or for loss of any of their possessions. It is the responsibility of the Hirer to make sure that any entertainment providers or contractors they employ carry their own insurance to cover their activities and equipment, and the use of any equipment.
- 10 Hirers are requested to park in the National Trust or Red Lion Car Park. The Village hall and Manor room has no allocated parking. Please respect resident's parking at all times.
- 11 The Village Halls(s) are Not licensed for the Sale of Alcohol. Should you wish to sell alcohol you will be required to apply for a TEN

(Temporary Event Notice) and provide a copy to the committee prior to the event.

- 12 The village hall(s) are strictly **NON SMOKING** in all areas.
- 13 The LVHC accepts no responsibility or liability for loss or damage to equipment stored in allotted spaces by local groups and regular users.
- 14 **In line with the Premises License granted under the Licence Act 2003 the following apply:**
 - I. The premises shall not be used for licensable activities except between the hours of 12noon and 11PM unless permission is issued by Wiltshire Council
 - II. The number of people on the premises shall not exceed 200
 - III. Maximum capacity for Main Hall Events utilising table and chairs - 90
 - IV. Buffet type event Main Hall - 130
 - V. Maximum capacity for the Manor room - 70
- 15 The Hirer must make all attendees aware of the emergency exits and evacuation procedures
- 16 Hirers of the Manor room are not permitted to access the play area to the rear under any circumstances. This is for the sole use of the pre school.

ADDITIONAL CONDITIONS OF HIRE FOR COMMERCIAL USERS

1. Bookings can be made up to one year in advance but will only be **confirmed three months prior to the event date.**
2. The Kitchen(s) must only be used for the preparation of stall holders personal refreshments.
3. Loading and Unloading of goods/equipment must be carried out with consideration of our neighbours at all times. No vehicles are to be parked on East Street.
4. The Hall and Manor room must be cleared by 6pm. Two day bookings may be able to leave items in the hall overnight but this must be confirmed with LVHC in advance of the date (and not more than 2 weeks prior).

