

Booking Conditions for Lyddington Village Hall

1. The hirer will, during the period of the hiring, be responsible for the supervision of the premises and the contents, and the behaviour of all persons using the premises, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
2. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything which may endanger the same or any insurance policies in respect thereof, nor allow the sale (sale includes donation or linkage to entry charge) of alcoholic liquor without an appropriate licence. The hirer shall be responsible for obtaining licences that may be needed for the sale of intoxicating liquor, from the Performing Rights Society or otherwise, and the observance of the same and of all other regulations relating to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates Court or otherwise.
3. Permission must be sought from the trustees before any licence for the sale of alcoholic liquor is sought.
4. The hirer shall be responsible to the Trustees for the cost or repair of any damage done to any part of the property or the contents of the building which may occur as a result of the hiring.
5. Every attempt will be made to have the hall in a clean and tidy condition ready for your use. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in clean, tidy and safe condition, properly locked and secured, including windows, unless directed otherwise, and any contents temporarily moved from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge, which may be taken from any deposit paid.
6. The Committee reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the hirer shall be entitled to a refund of any deposit already charged.
7. In the event of the hall or facilities being rendered unfit for the use for which it has been hired the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
8. Payment is to be made in full prior to the date of the booking.
9. A £50 deposit is required for hire of the hall. This is to cover expenses in case of loss or damage to the hall or its contents, loss of keys, additional cleaning or costs incurred by the heating being left on override, etc. In most cases we would anticipate returning the deposit in full.

10. Arrangements for the collection of the key or code will be supplied in your booking letter at least 24hrs in advance.

11. The hall is equipped with central heating pre-programmed for regular weekly users. If you have occasion to change the settings they must be returned to their original position before departure. Doors and windows should be kept closed when the heating is on (unless a supplementary charge has been paid in advance) The Village Hall Trust reserves the right to make a supplementary charge if for any reason the heating is not returned to its original thermostat position at the end of the hiring period.

12. Hirers are responsible for any electrical equipment used on site and portable equipment should be checked for visual signs of damage before use. Please ensure that all equipment is returned to its original location.

13. Cancellations must be received at least two weeks in advance otherwise the full fee may be payable.

14. If the booking is for a function for persons 18 years or younger, then an adult is to be in attendance at all times.

15. Children are not permitted in the kitchen unless accompanied by an adult

16. For safety reasons we do not allow the use of "Bouncy Castles" or similar in the hall.

17. It is the responsibility of the Hall User to ensure that they comply with all current Government legislation and their organisation's guidance and in particular the preparation of Risk Assessments where appropriate to their activities.

18. It is the responsibility of the hirer to ensure that there is no smoking in any part of the building and in the grounds of Lyddington Village Hall.

19. Ensure that they and their attendees recognise the fact that the premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels

20. One should not enter the hall if feeling unwell and should leave the hall immediately if they become unwell.

Thank you for your co-operation and enjoy your use of Lyddington Village Hall.

Lyddington Village Hall Trustees