We ask that you read and understand these terms and conditions of hire before making your booking. The terms and conditions were last updated in June 2018.

1. Cost of letting is reviewed annually and prices charged will be those in force at the time of the hire regardless of when the booking was made. However, at the discretion of the committee pre-payment of bookings will secure the rate in force at the time of the booking.
2. Bookings are secured by a deposit for each let, normally 50% of the total. Deposits are banked when received.
3. Full payment for the hire must be made 28 days before the event or the booking will be cancelled. Short notice bookings (less than 28 days before the event) will require full payment at the time of booking.
4. A deposit is taken against damage and also in the event that the hall and its surrounds are left in an unacceptable condition. At the booking secretaries discretion the deposit may be doubled for certain events.
5. In the event that a regular hirer has to cancel, the booking secretary must be informed, giving at least one week’s notice. If the hall cannot be hired out within that time then 50% of the normal hire cost will be levied. This needs consideration due to restrictions changing from the government
6. In the event that the hall is required for use as an official government polling station then deposits and fees already paid will be returned in full.
7. To comply with current smoking legislation the whole of the building is a designated **No Smoking** area.
8. The hall is not available for hire to any person under the age of 21 years.
9. The hirer must nominate a competent person to take charge in case of fire, to ensure that all persons at the hall can escape unimpeded through the fire exits and assemble in the nominated fire assembly area. Improper use of the fire alarm or fire extinguishers will result in loss of the deposit. **Fire doors MUST remain unobstructed during the let. This needs updating from our current fire inspection and new systems.**
10. Bringing fireworks into the hall or the ignition of fireworks in the hall is forbidden.
11. Any electrical equipment for use in the hall must have a current PAT certificate to be checked.
12. It is the responsibility of the hirer to obtain the required license for the sale of alcohol within the Lyminge Village Hall. A copy of the licence must be displayed at the bar when in use.
13. In respect of those that live in close proximity to the hall please leave as quietly as possible, especially late at night.
14. Nothing shall be attached to the walls or ceilings without prior consultation with the booking secretary.
15. All rubbish must be removed from the hall by the hirer.
16. The Management Committee reserve the right to change these conditions at any time at their discretion.
17. The Management Committee endeavour to provide a hall that is clean and tidy for all users and at a reasonable cost. In order to do this the terms and conditions set out above must be adhered to by all users of the hall. Any hirer who does not will incur the loss of all or part of their deposit and/or extra costs for cleaning or tidying the hall and grounds. If we have to provide more cleaning due to covid requirements charging more for this service?
18. Data Protection: The Village Hall will only use your personal data for the purposes of managing your booking and our accounts. By signing this agreement you agree that your details may be held for up to 7 years for accounts purposes and for longer when required by the Hall’s insurers. If you would like more information about how we use your personal data or wish to see a copy of your personal data that we hold, please contact the Secretary.

We thank you for your co-operation and hope that you enjoy the use of our village hall. If you have please tell others; if you have not please tell us.

Lyminge Village Hall is managed by a group of volunteers who are trustees for the hall. All income is obtained from lets, fundraising and donations, and we would welcome any thoughts you may have on how we may be able to improve our service and facilities.

**PLEASE SIGN AND RETURN THIS SLIP WITH YOUR DEPOSIT TO THE TREASURER**

**……………………………………………………………………………………………………………………………………………………....**

**I confirm that I have read and understood the Terms and Conditions of hire for Lyminge Village Hall and agree to abide by them.**

**Name……………………………………… Signed……………………………………….. Date……………………**