# Terms and Conditions of Hire

We ask that you read and understand these terms and conditions of hire before making your booking.

1. Heating for the main hall is not included in the hire fee. Heating cards can be obtained from the Booking Secretary (or your key holder) at a cost of £1 or £5 per card.
2. The licensed capacity of the main hall should not be exceeded. It is as follows:

Closely seated audience 200

Dances other than Disco 150

Disco/Dance 200

Seated at tables 100

1. There is a separate charge for hire of the kitchen which includes use of cookers, hot water urn, fridge and crockery. Hirers should provide their own tea towels and washing up liquid.
2. 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.
3. Bookings are secured by a deposit for each let, normally 50% of the total. Deposits are banked when received.
4. 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.
5. We reserve the right to charge a damage deposit to be used in the event that the hall and its surrounds are left in an unacceptable condition. You will be notified upon booking if your event requires a damage deposit.
6. 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.
7. To comply with our Fire Risk Assessment real candles should not be used.
8. To comply with current smoking legislation, the whole of the building is a designated **No Smoking** area.
9. The hall is not available for hire to any person under the age of 21 years.
10. The hirer must nominate a competent person to take charge in case of fire and to read ‘*Lyminge Village Hall Fire Policy and Procedures’* 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.**
11. Bringing fireworks into the hall or the ignition of fireworks in the hall is forbidden.
12. Any electrical equipment for use in the hall must have a current PAT certificate to be checked.
13. It is the responsibility of the hirer to obtain the required licence for the sale of alcohol within Lyminge Village Hall. A copy of the licence must be displayed at the bar when in use.
14. In respect of those that live in close proximity to the hall, please leave as quietly as possible, especially late at night.
15. There are small hooks attached to the walls which can be used for the hanging of decorations. Any other items to be displayed must only use blu-tac and this must be carefully removed at the end of the hire period.
16. All rubbish must be removed from the hall at the end of the event by the hirer. A fee will be charged for the removal of any rubbish. Please note that the Village Hall does not provide rubbish sacks.
17. The Management Committee reserves the right to inspect the premises during your period of hire should any concerns arise.
18. The Management Committee reserve the right to change these conditions at any time at their discretion.
19. 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.
20. 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 seven years for accounting 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 Booking 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.

*Terms and conditions reviewed 30.06.21*