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

**Charges & Payment**

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, washing up liquid and dishwasher tablets
2. We will charge a £200 security deposit for all hires from hirers not known to us or from outside the parish
3. We will charge a £400 security deposit for evening hires where alcohol is served, and the hirers are not known to us, or they are from outside the parish
4. If the hall is not left as it was found we may keep all or part of the deposit to pay for cleaning / damage / waste-removal
5. See Invoice – deposits must be paid at time of booking. Full payment made a month ahead. Deposits are refundable in terms adhered to. Please use the booking reference number for all payments.

**Health & Safety**

1. The hirer must nominate a competent person to take charge in case of fire (see *Lyminge Village Hall Fire Policy and Procedures)* This person should be acquainted with the fire exits and make sure they are kept clear. In the event of a fire, they need to lead people to the muster area in the rear car park by the children’s playground
2. Naked flames e.g. tealights, indoor fireworks such as cake sparklers should not be used
3. Smoke machines are prohibited as they set off the fire alarm!

**Responsibility**

1. There must always be someone aged 25 years or above in attendance during the hire
2. It is the responsibility of the hirer to ensure bouncy castles and other equipment are insured appropriately and are safe to use i.e PAT tested electrical equipment
3. 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
4. The Management Committee reserves the right to inspect the premises during your period of hire should any concerns arise.

**Care and Courtesy**

1. The whole of the building is a designated **No Smoking** area.
2. The hall should be left in a clean and tidy condition. All rubbish must be removed from the hall by the hirer. Please bring your own rubbish sacks.
3. Please leave as quietly as possible, especially late at night.
4. Blutak should be used to attach decorations and removed afterwards. You may pin items to the top rail around the hall. If Sellotape is used it should be removed immediately after use. The cost of repair to any damage caused by adhesives or fixings will be deducted from the deposit.

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. admin@lymingevillagehall.org.uk Lyminge Village Hall is a charity managed by a group of volunteers who are trustees for the hall. All income is obtained from lets, fundraising and donations. We welcome any suggestions on how we can improve our service and facilities.

*Terms and conditions reviewed November 2023*

**Put on Website :**

**]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.

**Safeguarding:** You are responsible for safeguarding any children and/or vulnerable adults on the premises during your hire. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.