

LINGEN VILLAGE HALL

Reg. Charity No. 219377

TERMS AND CONDITIONS OF HIRE

Thank you for considering our Hall as the venue for your function. The Main Hall holds 140 people seated and the Committee Room seats 35. There is crockery and cutlery to cater for 100.

Hire charges commence from the time the keys are collected and the Hall should be vacated, cleaned and tidied within one hour from the end of the hire period. Functions concluding at or after midnight may be cleaned and tidied the following morning, but only with the permission of the Committee.

The law requires that all functions must cease by the times stipulated in our premises licence: normally by 01:00 Monday to Saturday; 22:30 on Sunday. Please see the licence for more detail.

We remind you that smoking is not permitted anywhere in the Hall, and that the Hirer is responsible for keeping good order and ensuring that all guests behave in a responsible manner. Stewards will be necessary for large gatherings.

We ask that you, "the Hirer", read and understand these Terms and Conditions of Hire before making your booking at Lingen Village Hall, "the Hall". These Terms and Conditions of Hire were last updated in November 2014 by the Lingen Village Hall Committee, "the Committee".

1. Bookings are secured by payment of a damage deposit for each let. Deposits are refundable on satisfactory inspection of cleanliness of the Hall, grounds and contents. At the Committee's discretion, the deposit may be doubled for certain events.
2. Full payment of the hire fee is due when the Hall is booked, unless another arrangement has been agreed with the Committee.
3. If the Hirer cancels the booking before the date of the event and the Committee is unable to conclude a replacement booking, the Committee may, at their discretion, withhold part of any deposits or hire charge already paid.
4. The Committee reserves the right to cancel a hiring by written notice to the Hirer, in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum, or the Committee reasonably consider that:
 - a) such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
 - b) unlawful or unsuitable activities may take place at the premises as a result of the hiring, or
 - c) the premises have become unfit for the use intended by the Hirer.In any such case, the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Committee shall not be liable for any resulting direct or indirect loss or damages whatsoever.
5. The Hirer is responsible for any damage or loss to the Hall and grounds during the hire period, and for the Hall and grounds being left in a reasonably clean condition. If the Hall and grounds are left in an unsatisfactory state, or if there is loss or damage, the deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.
6. All bookings include use of the kitchen and contents, however, cooker, fridge, crockery, glasses etc. must be left clean. Floors to all areas must be swept clean and tidied after use. Mops and brooms are in the cupboard in the toilet corridor. Toilets and sinks must be left clean and tidy, as found. Tea towels and table cloths should all be laundered and returned to the Hall.
7. Tables and chairs, having been wiped over, must all be returned to storage areas. All black bag rubbish must be removed and disposed of by the Hirer after your booking. All recyclable rubbish can be placed in the green bins by the entrance to the car park, for routine refuse collection. Broken glass must be wrapped before disposal. No liquids are to be emptied into the bins.
8. Any equipment used **MUST** be returned to its proper storage space after use.

9. Decorations such as balloons and streamers may only be attached to the hooks provided. Please do not use pins, Bluetack or adhesive tape on the walls or paintwork.
10. 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 to assemble in the car park or other nominated assembly area. Improper operation of the fire alarm or extinguishers will result in automatic loss of the deposit. Fire Doors **MUST** remain unobstructed during a let.
11. Fireworks: bringing fireworks into, or the ignition of fireworks in, the Hall or grounds, is expressly forbidden.
12. The Hall is insured against any claims arising out of its own negligence and its public liability cover extends to cover non-profit making, i.e. non-commercial, Hirers.
13. Consumption of alcohol: the permission of the Committee must be obtained in advance if a Temporary Events Notice (TENS licence) is necessary or envisaged. It is the responsibility of the Hirer to have the necessary licence for the sale of alcohol in the Hall. A copy of said licence **MUST** be shown to the Booking Clerk before the keys are handed over. **STRICTLY NO LICENCE, NO LET!**
14. Any electrical equipment brought onto Hall premises by the Hirer, or on behalf of the Hirer, i.e. music and disco equipment, etc., must be PAT Certified. This includes all kitchen equipment.
15. A stage and a hearing loop are available for use by prior arrangement.
16. Please do not tamper with or alter the central heating settings. Please ensure that all lights (except those indicated on the main panel by the door) are switched off, and all doors and windows are securely closed when you lock up the Hall. **Return the keys to the Booking Clerk/ or return to security box if you have been given the code.**
17. The Committee expects users of the Hall to be good neighbours to those who live nearby, keeping noise and disruption to a minimum, especially late at night.
18. The Hirer must report all accidents involving injury to the public to an authorised representative of the Committee as soon as possible, and complete the relevant section in the Hall's Accident Book. Any failure of equipment, either belonging to the Hall, or brought in by the Hirer must also be reported as soon as possible.
19. The Committee reserves the right to change these Terms and Conditions at any time, at its discretion.

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.

Lingen Village Hall is managed by a Charitable Trust and funded by income from lets and local fund raising. We welcome any thoughts you may have on how we may be able to improve our service or facilities.

I agree to be bound by the Terms and Conditions indicated above, which I have read and understood:

Signed _____ **Dated** _____

Full Name (Printed) _____

Address _____

Telephone Number: _____

Email: _____