

Lapworth Village Hall (the "Hall")

CONDITIONS OF HIRE - TO WHICH ALL HIRERS MUST ADHERE

Booking arrangements

ALL bookings must be confirmed by email to: lapworthvillagehall@gmail.com On receipt a confirmation will be issued and an invoice submitted. The Refundable Security Deposit is then due and should be paid by bank transfer to:

Account Name: Lapworth Village Hall

Sort Code: 20-23-60

Account No. 40941417

- The hire fee specified in the invoice must be paid in full at least two weeks before the event or, in the case of bookings for events less than two weeks ahead, the full hire fee is payable at the time of booking. **Please note that the hirer will not be allowed to use the Hall unless full payment has been received in advance.**
- Lapworth Village Hall ("we", "us") reserve the right to retain all, or part, of the deposit if, in the opinion of the Lapworth Village Hall Committee, the Hall is not left in a good state (see pages 2 & 3 of these conditions) or if any of these conditions of hire have not been complied with. Otherwise, the deposit will be returned by bank transfer to you as soon as reasonably practicable after the event.

Cancellation

• If you wish to cancel your booking, you must give the Village Hall notice in writing by email to: lapworthvillagehall@gmail.com at least 14 days before the event. If you cancel less than 14 days before the event, we reserve the right to retain your deposit.

• We reserve the right to cancel your booking by written notice to you in the event that:

- the Hall has become unfit for use;
- the local authority intend to use the Hall as a polling station on the day of your hiring; or
- we become aware that the hiring might lead to or be associated with unlawful or unsuitable activities or might damage the reputation of the hall.

If we cancel your booking we will return any deposit hire fee paid, but we will not accept any liability to compensate you for the cancellation.

Use

- Functions for up to 150 people seated in rows or for buffet style dining are permitted, otherwise up to 120 seated for dining.
- Functions primarily for teenagers are only allowed if there is parental/adult supervision during the whole of the event.
- Functions involving catering are allowed if details are given at the time of booking and agreed by the Village Hall Management Committee or their representative.
- In order to conform to local authority regulations on noise, and out of consideration for people living nearby, amplified music is permitted subject to arrangement with the Village Hall Management Committee or their representative but noise levels must be strictly controlled by the organiser. **All external doors must be kept closed whenever music is being played.**
- Functions must finish by **11.30pm** and the Hall and car park vacated by 12.30am at the latest Mon-Sat and finish by 10:30pm and the Hall and car park vacated by 11:30pm on Sundays.

SMOKING IS NOT PERMITTED in any part of the Village Hall building.

GLASSWARE must not be taken out of the building.

- Arrangements for entry will be made once full payment is received. The front doors and the committee room doors can be opened from the inside if required. A key to the bar will be provided if the bar facilities have been requested.

Heaters

Heaters in the main hall are controlled by switches in the cupboard in the foyer outside the ladies toilets. Instruction for their use will be found in the user manual in the kitchen. Committee Room heaters have individual wall-mounted push button switches with adjacent instructions.

Licensing Arrangements

Lapworth Village Hall has an Alcohol Licence. If Alcohol is to be supplied at your event it is your responsibility to ensure that the licensing laws are complied with, particularly not supplying or allowing the supply of alcohol to minors. A copy of these regulations is available from the Bookings Manager. Alcohol is only to be supplied for consumption on the premises.

Damage and Personal Accidents

Any damage to fixtures or fittings, or misuse of equipment, may result in the loss of your deposit and/or other rectification charges.

You shall indemnify and keep indemnified Lapworth Village Hall and each member of the Lapworth Village Hall Committee against:

- the cost of repair of any damage done to any part of the Hall including the structure thereof or the contents of the Hall; and
- all claims in respect of damage or loss of property or injury to persons arising as a result of your use of the Hall (including the storage of equipment).

No responsibility can be accepted for any personal injury to users of the Hall or damage to motor vehicles or their contents parked at the Hall.

Nothing in these conditions of hire shall exclude or limit our liability for fraud, for death or personal injury caused by our negligence, or for any other liability which cannot be excluded or limited under applicable law.

Safety Precautions

- Users of the Hall must acquaint themselves with the emergency fire exits and location of installed fire extinguishing appliances.

Health and Safety

- Users of the Hall must ensure that the Health and Safety regulations, which can be found on our website or in the kitchen have been read and understood.

Posters

- No posters, party decorations or advertising flyers are to be applied to any of the walls of the Hall at any time as these, even if applied with Blue Tack, will damage the paintwork. Notice boards are provided.

More detailed instructions are given in the 'Users Guide', a copy of which is to be found in the kitchen on a shelf above the microwave.

CLEANING AND LOCKING-UP PROCEDURES

It is very important to observe the following cleaning and locking-up procedures. Remember that you may lose some or all of your deposit and possibly incur additional charges if the Hall is not left in a satisfactory condition.

Brooms, mop, bucket, etc are in the cupboard at the back of the kitchen. A wide V-shaped floor sweeper and vacuum cleaner are kept in the cupboard on the right-hand side of the gentlemen's toilet at the front of the building. A mop & bucket solely for use in the toilets is also in this cupboard.

Recycling and Refuse

- Lapworth Village Hall does not have access to any recycling facilities. Please consider taking any recycling away with you.
- Non-recyclable refuse should be placed in the large skip in the car park near to the kitchen door. Black sacks are provided in one of the drawers near to the serving hatch. A clean black sack should be replaced in the refuse bin in the kitchen.

Main Hall

- Return tables and chairs (that have been removed from the store) to the store (behind the stage).
- Chairs should be stacked in piles of 5 high.

Tables should be stored on the trolleys provided, 3 to each side, legs facing outwards and secured by the elastic straps provided.

- Sweep the floor. (The large V-shaped broom is easiest)
- Switch off heaters by pressing the OFF buttons on the switches in cupboard in foyer for the main hall heaters, (do not switch them off at the heater bodies), open all window curtains and check that all windows are closed. Keys for the windows are kept to the left of the kitchen door.
- Check emergency exit doors are closed and switch off hall lights. NOTE: emergency lights remain on and cannot be switched off.

Toilets

- Check taps are closed and main lights switched off. The light in the Ladies toilet is automatic. NOTE Emergency lights in both toilets remain on and cannot be switched off.

Bar

- Wash all glasses used and return to the shelves or boxes from which they were taken. • Turn off the dishwasher if used in accordance with the instructions in the Bar.
- Turn off refrigerator and leave door ajar. • Switch off water heater.
- Wipe surfaces, mop floor, switch off lights and lock door.

Committee Room(s)

- Return to the store any tables and chairs removed from the store (behind the stage).
- All chairs should be stacked in piles of 5 high.
- Tables should be stored on the trolleys provided, 3 to each side, legs facing outwards and secure by the elastic straps provided.
- Return all tables and chairs, found in the committee rooms on arrival, to their original positions
- Switch off heaters by repeatedly pressing the wall push buttons until the indicator lights go out, open curtains and check windows closed
- Close partition between the two committee rooms
- Switch off lights and ensure external doors are locked

Kitchen

Clean all crockery, pans and utensils used, return to appropriate drawers, cupboards and shelves.

If the dishwasher has been used, please drain, clean filters thoroughly, switch off at the wall and leave the door open.

- Turn off all appliances except refrigerator and the Quooker.
- Remove any food and liquids, which you may have placed in the fridge earlier and either take them home or dispose of them.
- Wipe surfaces and cooker top if used
- Empty contents of the waste bin into the skip in the car park, and refit a new liner to the waste bin.
- Sweep and mop floor

Outside doors

• Check that all fire doors are closed, the front door and the doors to the committee rooms are closed, and the kitchen door is locked.

Car Park lights

- These are sensor operated and work automatically. No action needs to be taken.

Return keys to the key safe