

Lophams' Village Hall Booking Terms and Conditions

1. Hirers must be over the age of 21 years. Hirers must be present at the Village Hall Facilities throughout the hire period.
2. Payment of the Hire Charge is to be made in full at the time of booking (unless the Committee has given approval otherwise). Save with the consent in writing of the Committee, use of the Village Hall facilities is limited to the purposes, part of the premises and for the period described in the Booking Form and neither the Hirer nor any licensee or agent on behalf of the Hirer must use the premises otherwise.
3. The Hirer is responsible for the building and facilities during the hire period and must take all necessary precautions to ensure that no loss or damage is caused to the building, furniture, fittings and equipment. No furniture, equipment or other property of the Committee shall be removed from the Village Hall without the consent in writing of the Committee.
4. The Hirer acknowledges that a deposit of £50 is due at the time of booking. However, a deposit of £250 is due for any event that includes Discos, Live Music and/or Alcohol.

Subject to any charges for breakages and/or damage and/or additional cleaning required the deposit will be returned in full to the Hirer within 28 days of the hire date.
5. Save with the consent in writing of the Committee, no intoxicating liquor of any description shall be sold on the premises, and it shall be a condition of any such consent, that the Hirer produces to the Committee or it's representative both prior to the commencement of and, on request, at any time during the hire period a copy of any licence or permission obtained from the proper Licensing Authority.
6. No exit doors or corridors are to be obstructed at any time. The Hirer is responsible for acquainting themselves with the proper location of fire exits and appliances, which must not be tampered with or removed from their location. The Hirer is responsible for ensuring that the fire doors are unbolted for the commencement of the hire period and then re-bolted at the hire periods conclusion.
7. Save with the consent in writing of the Committee – no notices, posters, decorations or other materials are to be affixed to the walls, ceilings or beams inside the Village Hall and neither shall any notices, posters, decorations or other materials be affixed to any part of the external fabric of the building or exhibited outside the Village Hall.
8. The Hirer is responsible for ensuring that public order is maintained at all times during the hire period, both in the Village Hall, Car Park and on the adjoining playing field.
9. A member of the Committee is entitled to enter and inspect the Village Hall, car park and adjoining playing field at any time during the hire period to ensure compliance with these Conditions of Hire.
10. Vehicles must be parked in an orderly fashion and not on any part of the grassed areas.
11. The Hirer is responsible for leaving the Village Hall in a clean and tidy condition, disposing of any rubbish and replacing and furniture that has been moved.
12. **Smoking is not permitted** in any part of the Village Hall. No fireworks or other pyrotechnic displays may be conducted on any part of the Village Hall premises or the adjacent car park or recreation ground.
13. The Hirer shall ensure that at the end of the hire period the premises are vacated promptly, all remaining property brought into the Village Hall for the purposes of the event is removed and all keys are forthwith returned to the Bookings Secretary or otherwise as directed by the Bookings Secretary.
14. Upon vacating the premises the Hirer is responsible for turning off the heating, extinguishing all lights and resetting the intruder alarm. The Hirer must keep confidential the security code for the intruder alarm and forthwith notify the Booking Secretary or a member of the committee in the event, that the security code becomes known to any unauthorised person(s).
15. The Hirer shall indemnify the Committee for any loss or damage suffered or expense incurred as a result of the Hirer's failure to observe the Conditions of Hire. The Hirer is recommended to take out suitable insurance cover in respect of the Hirer's risk of loss, damage or expense.

16. The Committee will endeavour to ensure that the facilities are available to the Hirer in accordance with the terms of the Booking Form. However, the liability of the Committee for any failure to provide the facilities to the Hirer wholly or in part, in accordance with the Booking Form, shall be limited to a refund of the Hire Charges and no further liability shall attach to the Committee, its Officers or members for any breach of the terms of booking whether founded in contract, tort or otherwise.