



# Leonard Stanley Village Hall (Reg Charity No. 284371)

## Standard Conditions of Hire

December 1<sup>st</sup> 2021

**Hall Address:** Leonard Stanley Village Hall, Marsh Road, Leonard Stanley, GL10 3NH

**Please read carefully and keep safe. This is for your use.**

**Please note: Your request is not confirmed until we send you a booking confirmation email. For ad-hoc bookings, we require full payment BEFORE we will confirm your booking.**

Payment can be made by BACS (preferred) (Sort Code: 30-98-29, Account Number 01545794), cheque or cash. We also require a returnable damages deposit of £50 (see paragraph 12, below)

Cheques should be made payable to: LEONARD STANLEY VILLAGE HALL MANAGEMENT COMMITTEE

### **CANCELLATIONS POLICY TIMINGS:**

1. Up to one month before booking date: Full refund.
2. Up to two weeks before booking date: 50% refund.
3. Up to 1 week before booking date: No refund

### **CONDITIONS:**

1. The hirer will be responsible for the condition of the hall for the period of hire and shall report any damage done. The hirer will be liable for the cost of any repairs, damages, replacements, or unreasonable cleaning needed after your hire. This also applies to the toilets, which the hirer is asked to inspect before vacating the hall. Your deposit refund (see Paragraph 12) can be affected by any or all of these points.
2. The hirer is to use the hall in the manner agreed and shall not sublet the premises for any purpose.
3. The Hall is licensed for not more than 80 persons.
4. Bookings for functions for people between the ages of 18 and 23 years old are not accepted without the express agreement of the Trustees / Committee. Functions for people under 18 must have a responsible parent/guardian present.
5. **The heating is set by the Hall Manager to come on before your booking and will switch off at your finish time. PLEASE DO NOT ALTER THE HEATING CONTROLS OR RADIATORS.**
6. The first aid box is in the kitchen to the left of the cooker. Please let us know if you use anything so that we can replace it. Please fill in the Accident form located in the folder by the first aid box. Please complete the form for all accidents, even minor ones. Please notify the Hall Manager, tel. 07849 644324.
7. **HIRE OF THE BAR** is available through the social club. When making your hall booking, please email the Social Club to book the bar ([leonardstanley.socialclub@gmail.com](mailto:leonardstanley.socialclub@gmail.com)).
8. **ALCOHOL WHEN HIRING THE HALL:** you may bring your own alcoholic drinks to consume so long as it is not taken outside the building. **You MAY NOT sell alcohol at any event.**

9. **ALCOHOL WHEN HIRING THE BAR:** The licensing law permits the Social Club to sell intoxicants on the premises. With the exception of champagne for a toast (please inform the Social Club at the time of booking the bar), all drinks must be purchased from the bar and no other alcoholic drinks may be brought onto the premises
10. It is a condition of the hire that you leave the premises, equipment and surroundings in a clean and tidy condition. Please book sufficient time to cover set up and cleaning up. **Please note, no tea towels, towels or sharp knives are provided in the kitchen. The following is to be checked before you leave the premises:**
  - a. All rooms used, including floors, are to be left tidy. A vacuum cleaner is available in the store room in the corridor.
  - b. All chairs and tables to be stacked/replaced, shutters and curtains opened
  - c. All lights switched off, WINDOWS and DOORS shut and locked
  - d. ALL rubbish (landfill AND recycling) to be taken away – PLEASE BRING YOUR OWN BAGS FOR THIS
  - e. ALL food waste to be removed – PLEASE BRING YOUR OWN BAGS FOR THIS
  - f. All children need to be supervised by an appropriate adult at all times
  - g. Please close the gate at the entrance to the car park when you leave.
11. Please ensure there is no nuisance to surrounding households, particularly with regard to noise and music levels during, or at the conclusion of the function. People are asked to make their farewells inside rather than outside the building.
12. In addition to the rental fee, a returnable deposit of £50 (by BACS or cash) is payable at the time of booking. The deposit will be used towards any breakages, repairs, damage or unreasonable cleaning needed after your event. £10 of the deposit will be withheld if rubbish and food waste are not taken away. (also see Paragraph 1).

After your booking, please email the manager with your bank details for the return of your deposit. Your details will be deleted afterwards.
13. All events must finish at your agreed time. Sunday booking events involving music will not be allowed to continue past 10pm.
14. ENTERTAINERS - If you hire any entertainment for your booking, it is imperative that you send the hall manager a copy of their Public Liability insurance document BEFORE YOUR BOOKING by email. All entertainers will be used to be being asked for this.
15. **FIRE PROCEDURES:** Please make yourself and your guests aware of the fire exits and fire procedures – signs in hall and kitchen

**PLEASE MAKE SURE YOU GET IN TOUCH WITH THE MANAGER NEAR TO THE TIME OF YOUR BOOKING TO ARRANGE ADMISSION ON THE DAY.**

The hall manager contact details are:

Email: [lsvillagehall@gmail.com](mailto:lsvillagehall@gmail.com) or

tel: 07849644324

Thank you for your cooperation.