



Liphook Village Hall Management Committee

Booking Terms & Conditions 2024

BOOKING AND PAYMENT

The Hirer agrees that the time of hire includes set up and clearing away. If the Hirer requires longer for this there will be an additional charge.

The Hirer shall pay the full amount of the cost of their booking, including the deposit, upon issue of the invoice, except in the case of regular hire which will not require a deposit and will be invoiced monthly in advance, payment also being due upon issue.

Any deposit paid will be reimbursed in full within 14 days following the booking, provided that no issues are raised at the post event inspection. Please see 'General Conditions of Hire' for further information.

The fees due must be paid in line with the above before the release of the key box code number, as may be directed by the Management Committee. The keys must be returned to the box within 15 minutes of the hire period ending. If they are not returned within this timescale the deposit will not be refunded. In the case of regular hirers, failure to meet this requirement may affect future bookings.

Confirmation of our current hire charges and booking terms and conditions can be found on our website: www.liphookvillagehall.org.uk.

CANCELLATION

If for any reason the Hirer needs to cancel then a full refund will be made if notice is given 4 weeks or more beforehand. After this, a refund will only be made if the hall can be rebooked, otherwise it will be the deposit but not the charge for the hall hire which is returned.

In the case of regular hires, 2 weeks' notice is required in order for a refund or credit to be made.

For both regular and private hires, a refund might be possible without the Management Committee concluding a replacement, or if it falls outside of the notice period. This will be considered on a case-by-case basis and will be entirely at the discretion of the Hall Trustees.

In the event of the Management Committee cancelling the booking, all fees paid by the Hirer (including the deposit) shall be refunded to the Hirer.

GENERAL CONDITIONS OF HIRE

- It is the responsibility of the hirer to check that the hall meets requirements before use. You will be asked to complete and sign the Management Committee's risk assessment as part of the booking process. Regular hirers will be asked to complete it once a year and should also undertake their own risk assessment before every session. If any issues are found, this should be reported to the caretaker and/or bookings secretary as soon as possible.
- The Hall is licensed for a maximum of 150 people. However, the hirer should be aware that there is only capacity to seat up to 90 people.
- The Hall is a non-smoking area, including vaping.
- The Hirer shall, during the period of hiring, be responsible for supervision of the premises and protection of the fabric and contents from damage, however slight.
- The Hirer is also responsible for the behaviour of all persons attending the event, what their capacity. This includes the proper supervision of car parking arrangements so as to avoid obstruction of the highway. In the case of youth activities including discos, at least FIVE responsible and qualified adults are to supervise the activity.
- Do not allow children to be on the stage or in the kitchen without supervision.
- Please note that any heavy equipment should be brought into the village hall on rubber wheels, trolleys or carried, and never dragged across floors or stage surfaces. It is the hirer's responsibility to point out these requirements to bands or other entertainers that he/she brings into the village hall.
- Please note that the use of smoke machines and bubble machines is strictly prohibited.
- The Hirer shall ensure that all personal equipment is removed at the end of the hire period. Any personal items found will be kept securely on site for 1 month, after which time they will be donated to charity or disposed of. Please contact the Caretaker regarding any lost property items.
- The Management Committee accept no liability for the care, damage, or loss of any item resulting from the hire of the hall.
- All hirers will ensure that the ceiling projector is not damaged by the use of bouncy castles, or other activities. Failure to do so will result in additional charges.
- The Hirer shall leave the premises, including the kitchen (and all appliances) and toilets, in a clean and tidy condition at the end of the hire. This includes arranging to do the washing up and clearing away of any cutlery, crockery and any other hall equipment used within the period of hire. Failure to do so will result in an additional cleaning charge being raised which will be deducted from the deposit (if applicable), or in the case of regular hirers invoiced the following month.
- Please dispose of all rubbish in the bin in the hall which is behind the doors next to the kitchen by the double fire doors. DO NOT USE ANY OUTSIDE BINS PLEASE.
- The Hirer shall be responsible for obtaining any licences necessary in connection with the event, other than those already held at the Village Hall by the Management Committee.
- The Hirer shall be responsible for making arrangements to insure against third party claims, which may lie against their organisation whilst using the Village Hall. Although this is not mandatory, it is highly recommended by the Management Committee. Proof of liability insurance may be required to be provided.

- The Hirer shall not sub-let or use the premises for any unlawful purpose, or in any unlawful way, not do anything or bring on to the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- The Hirer shall indemnify the Management Committee for the cost, charge or claim in respect of death or injury to any person or for the damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking.
- The Hirer shall, if selling goods on the premises, comply with Trading Standards and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the total of prices of goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on the manufacturer's Recommended Retail Prices.
- The Hirer shall not park outside the doors of the Village Hall for longer than 15 minutes for loading purposes only.

Please take note of more specific instructions/information within the hall, in particular with regards to the operation of the projector and sound equipment.

IMPORTANT INFORMATION – FIRST AID

If needed, access to the first aid cupboard can be gained by using the smaller key on the village hall keyring (which you will obtain at the start time of your hire via the security box and a door code which will be messaged to you). The first aid cupboard is situated in the kitchen, to the left as you walk in.

PLEASE NOTE:

Our Privacy notice, found on our website www.liphookvillagehall.org.uk, sets out the legal basis for us holding your data. Your personal data will be treated as strictly confidential and will only be used for the purpose of administering the Village Hall and nothing further.

We will not sell your information to a third party, nor release it to them unless we are under a legal requirement to do so.

USEFUL CONTACT DETAILS

For all enquiries relating to booking, hall availability and payment

Booking Secretary – Paula Cook info@liphookvillagehall.org.uk 07751 832983

For all enquiries relating to the premises, facilities and access on the day of hire

Caretaker – Debbie Jelley 07749 568382

ACCEPTANCE OF TERMS AND CONDITIONS

I have read the Booking Terms and Conditions for Liphook Village Hall.
I accept I must pay the full cost of the booking before I can be given access details to the keys to the Hall and confirm I have possession of all licences necessary for this function (e.g., bar licence). I certify this booking is for non-trading purposes.

Name:

Date:

FOR OFFICE USE ONLY

Date received by Booking Secretary:

Has payment been received and/or the event confirmed on Hallmaster?