

VICTORIA VILLAGE & DISTRICT WELFARE HALL

BOOKING CONDITIONS

IMPORTANT: Please ensure that you have your own Public Liability Insurance in place before booking the hall.

PAYMENT FOR BOOKINGS

Pay Via link in Hallmaster Booking System.

EXCLUSIVE USE

Bookings for individual facilities within the hall do not guarantee exclusive use of all facilities in the Hall. Some noise may travel from other rooms to the Main Hall and vice versa.

All users are expected to respect other groups using other parts of the Hall and keep disturbances to a minimum.

If you require exclusive use of the Hall, all facilities must be booked.

Exclusive use of the kitchen can be booked by users of the Main Hall.

Events such as private evening parties, between 18.00-23.00, which involve the playing of music and/or serving alcohol will be charged at the exclusive use rate for the entire Hall, including the kitchen and all facilities.

SETTING UP AND CLEARING UP

All bookings must include any time you need to set up and clear up the Hall, whether you are doing this yourself or by private arrangement with any third party. **You may not enter the Hall before the time stated on your booking and in particular should never act in any manner that disturbs a prior user, for example by waiting in the lobby or entering the kitchen.** If you are organising an event with many people attending the organiser is responsible for ensuring they do not start to arrive before the stated start time of the event, which should ideally be at least 15 minutes later than the start of your booking period. You should leave promptly at the end of your

hire period, having booked enough time to leave the Hall clear, clean and ready for the next user. We reserve the right to charge should you be in the Hall either before or after the time booked without permission.

CANCELLING BOOKINGS CAN ONLY BE DONE BY EMAIL

We understand that sometimes plans change and, wherever possible, we will aim to be flexible. However, to ensure this is not open to abuse:

- * **Regular users.** We reserve the right to charge an administration fee (£2) for any cancellations and to charge in full if cancellations are unreasonably frequent or if we are only told after the event.

- * **Three (3) Day's** notice is required for a FULL REFUND minus Admin Fee

- * **One off and non-regular users.** We reserve the right to retain any deposit.

Notices of cancellation should be sent by email to info@victoriavillagehall.com

CANCELLATION BY US

We reserve the right to cancel any booking. If this becomes necessary, we will aim to give you as much notice as we can and to explain the reasons. In the event of such cancellation by us, we will refund to you all monies paid by you to us. *We will not, however, be liable to make any further payments to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.*

Reviewed Feb 2025

Victoria Village Hall is a registered charity with number 524375.