

**LANGLEY VALE VILLAGE HALL**  
**Registered Charity**  
**305028**

## **Terms and Conditions of Hire**

1. The hirer of the Hall is to take full responsibility for their actions and the actions of others who attend the function for which the hall has been hired.
2. The hirer shall not sub-let the Hall during their period of hire.
3. The hirer will be responsible for any damage costs to the Hall and its contents that is incurred during the hire period. The hirer may also be prosecuted under the law for their or their parties' actions.
4. All bookings must be attended by at least one responsible adult who must ensure that these T&Cs are upheld.
5. The hirer must inform the committee of any unsatisfactory condition of the Hall prior to the hire period.
6. There is fire fighting equipment present within the Hall, these are to only be used in an emergency by competent persons. If a fire starts within the Hall the alarm should be raised and everybody should exit the Hall.
7. The Association will not be held responsible for any loss, damage and/or injury to any persons and/or their property during the hire period. This includes vehicles in the car park area.
8. The total number of persons admitted to the Hall must not exceed — 150 persons standing or 120 persons seated. Functions must cease at the end of the booking period.
9. Alcohol may be consumed in the Hall provided the correct licencing has been obtained. It is the responsibility of the hirer to arrange the appropriate licence.
10. The parking area has limited parking and it is the responsibility of the hirer to ensure that the adjacent roads to the Hall are kept clear for access by emergency services, buses and local residents.
11. The Hall has a strict no smoking policy.
12. It is the hirer's responsibility to clean the Hall prior to leaving, ensuring all rubbish is moved to the blue bins outside.
13. The Hall must be vacated by 23.30.
14. The conditions of hire are not limited to the above conditions and the decision of the Management Committee is final in the event of any dispute.
15. Payment in full for the hire period is required to secure your booking. The full payment is non refundable. If you have not paid in full for your required time slot you may lose your booking.

**PLEASE RESPECT OUR NEIGHBOURS AND OTHERS THAT USE THE HALL.**

**PLEASE LEAVE THE HALL AND CAR PARK QUIETLY, ESPECIALLY AFTER EVENING HIRE.**