

Conditions of Letting and Booking Form

The use of the rooms and premises at LYNE VILLAGE HALL are subject to the following conditions and, unless any variation is agreed by the management committee in writing, the user of any of the rooms is deemed to have accepted all the conditions below.

1. Payment

The caretaker may accept function bookings on a payment of a cleaning deposit of £100.00 plus a Booking deposit of not less than 25% of the total charge, the balance being payable no later than 14 days prior to commencement of use. The cleaning deposit of £100.00 will be refunded in full, within 14 (fourteen) days of the booking, subject to the premises being left in a clean and tidy condition with no breakages or losses.

In the event of late cancellation, the Cleaning deposit will be returned, but the Booking deposit is only refundable by agreement with the committee. In the event of a cancellation of the booking being less than 21 days before use the hirer may be called upon to pay a further sum to make a total of 75% of the total charge unless the Hall can obtain an alternative booking.

Charging Rates are shown on our website (<http://www.lynevillagehall.com/8.html>) but please confirm the current Charging Rates since they may vary from time to time.

2. Times and Duration of Booking

Where the rooms are let on an hourly basis, any period in excess of an actual hour shall be counted as an additional hour. Bookings for evening dances/functions **must terminate before Midnight** and all guests must vacate the premises by that time. If any form of music is being played this must cease at 23.30 hours. With the agreement of the caretaker, the organisers of the function may remain on the premises until Midnight to clear up. This condition is necessary to comply with the Council Licence - brief details are available upon request.

3. Bar

Where liquor is to be sold during any function, an additional licence must be obtained by the hirer from Runnymede Borough Council 21 days prior to the function date. The terms of the licence must be strictly adhered to and the person booking the hall will be held personally responsible for any breach of the licence. There are no gaming machines on the premises. Persons under 16 are banned from attending Race Nights or similar forms of entertainment and Persons under 18 years of age are also banned from betting.

4. Damages. Breakages, etc.

All damages to and breakages of Hall property must be paid for or, with the agreement of the committee, otherwise made good, to the committee's satisfaction. The committee accept no responsibility for the loss or damage to user's property.

A limited amount of crockery and cutlery is available in the kitchen. The hirer must check this on booking. All losses will be deducted from the holding deposit.

5. Use of Other Facilities.

Where the booking includes use of the kitchen or other facilities these conditions apply to all such facilities.

6. Cleaning up

The rooms will be made available in clean and tidy condition and the hirer is responsible for seeing that the rooms are left in the same state. All refuse must be placed in the receptacles provided.

7. Fire Precautions and Emergencies

- Smoking is forbidden in all areas inside the premises in accordance with Government Regulations.
- Candles and naked flames are not permitted in any area.

Hirers must:

- consider the risks to their group/guests
- appoint a person to be responsible for the safety of their guests (Usually the person making the booking)
- make themselves familiar with the Fire exits and Fire fighting equipment available
- make themselves familiar with evacuation procedures. These are displayed on the notice boards.
- ensure that any electrical or other equipment brought into the Village Hall is in safe condition,
- ensure that all electrical leads are stowed safely and that power sockets are not overloaded.
- ensure that all emergency exits are not obstructed and the emergency doors must not be tampered with
- under no circumstances light bonfires in the grounds.

Fireworks, barbeques and hog roasts are not allowed except with the written permission of the Committee and on sight of the relevant insurance documents.

Should the overhead barrier need to be opened for emergencies, please contact the Caretaker or a Key holder.
(T/Nos 07818 401130 or 01932 873379 or 01932 873430)

The Hirer signing this agreement will be held responsible for adherence to the above conditions

8. Car Park

Parking facilities are limited and it is advisable to ensure that cars are parked in an orderly manner to ensure maximum usage. Please also note:

PARKING IS AT OWNERS RISK.

THE DRIVE BY THE MAIN ENTRANCE MUST BE KEPT CLEAR FOR EMERGENCY VEHICLES AT ALL TIMES.

PLEASE DO NOT PARK IN THE TURNING AREA BY THE MAIN ENTRANCE.

It is advisable that cars be locked.

The overhead barrier at the entrance to the Car Park is normally locked. In exceptional circumstances this can be opened – please ask the caretaker should this be required.

9. Recreation Ground

The recreation ground is a private open space but access is allowed to the general public. Users of the Hall premises cannot therefore deny access to the grounds to members of the public.

10. Problems.

Should any difficulties arise during the use of the premises, David Lapsley, the caretaker, should be consulted. (Phone 01932 873350 or if he is not present, mobile 07818 401130).

The Premises Licence requires that the Lyne Village Hall Management Committee ensure that music does not cause a nuisance to nearby residents and the user is required to control the amplification so that no such nuisance is created. It is also requested that users and their guests arrive and leave the premises as quietly as possible in order that they do not cause a nuisance to nearby residents.

The caretaker has instructions to advise the Police should circumstances make it necessary.

The Lyne Village Hall Management Committee welcome comments on the Hall Facilities and these should be made in writing to The Chairman or Caretaker at LYNE VILLAGE HALL, Lyne Lane, Lyne, Chertsey, Surrey, KT16 OAN. Forms for compliments or complaints are provided in the foyer. The facilities provided are the best that can be given within the Halls limited finances and these will be improved as funds permit.

BOOKING FORM

Please complete in BLOCK CAPITALS

Name:

Address:

Contact details (Phone No and E-mail address):

Hire of: Stern Room/Main Hall/Blue Room (delete as appropriate)

Please note: Stern Room and Main Hall may be booked together.

I wish to book the hall on..... (Date) fromhrs. tohrs for..... (State type of function)

I enclose deposit of £..... (25% of Hire Fee plus £100.00 cleaning deposit).

I have read and agree to abide by the terms and conditions of letting above,

Signed..... Date.....

Note: The person signing this booking form should be the person who will be responsible at your event and will be held responsible for adherences to the terms and conditions above.

To make a booking, please check date availability with the Caretaker, David Lapsley, on 01932 873350 or Mobile 07818 401130 then deliver/post this form together with your payment to: Bookings, Lyne Village Hall, Lyne Lane, Lyne, Chertsey, Surrey KT16 0AN.