

LYDEARD ST LAWRENCE VILLAGE HALL

TERMS AND CONDITIONS OF BOOKING

1. An invoice for the hiring fee will be sent to you when you make your booking and full payment will be required in advance.
2. It is the responsibility of the hirer to ensure that everyone present is aware of the location of fire exits. Sufficient responsible adults should be present to assist in the evacuation of the building in an emergency, and they should be aware of anyone with special needs. Care should be taken not to block the way for the emergency services, or for disabled access.
3. If the hall is left unoccupied at any time, heaters must be turned off and the doors locked.
4. Licensing. Please note that the hall is not licensed for the sale of alcohol, nor does it hold “TheMusicLicence” from PPL PRS*. Commercial hirers need their own licence if they use PPL-controlled music. Hirers should ensure that they hold any required licences.
5. Data Protection. Your personal information will be held for the purposes of administration regarding your booking. It will not be used for marketing purposes. If you have any queries, please contact the Booking Clerk.
6. The hall **must** be left clean and tidy for the next user – leave it as you would expect to find it!
7. **Please take all your rubbish away.**

Any damage, or activation of the fire alarm must be reported to the Committee.

*See www.pplprs.co.uk Phonographic Performance Ltd/Performing Rights Society

Advertising your event

We are obliged to inform you that fly-posting signs on poles or verges is illegal.

Bouncy Castles

Our insurance does not cover the use of bouncy castles; please ensure you are covered by your provider.