

## LATTON VILLAGE HALL

### TERMS & CONDITIONS OF HIRE

1. Hire of the hall can only be made by arrangement with the Parish Clerk on 01793 750801 or [clerk@lattonparishcouncil.org.uk](mailto:clerk@lattonparishcouncil.org.uk)
2. All bookings to be paid for in advance of the event except by previous arrangement with the Parish Clerk.
3. If a cancellation is necessary, then the Parish Clerk must be notified at least 24 hours in advance otherwise the fee will be forfeited.
4. All hirers must appoint a named person to be responsible for fire safety rules observance.
5. All fire exits to be kept totally clear of obstructions and impediments.
6. It is the responsibility of each hirer to leave the Village Hall in a clean and tidy condition at a time agreed when collecting the keys. All rubbish must be disposed of in the outside dustbin. If the outside bin is full, rubbish must be removed from the premises and the two carpeted rooms to be vacuumed.
7. All lights and heaters must be turned off; all windows and doors shut and locked.
8. All evening functions must finish in accordance with the terms of the booking form, unless agreed in advance with the Parish Clerk
9. No smoking. It is against the law to smoke in these premises.
10. Nothing may be attached to the walls or the fabric of the building.
11. Any damage or breakages should be reported to the Parish Clerk as soon as possible and will be charged for.
12. Hirers should note that there is no telephone on the premises and should therefore ensure that they have a mobile phone with them in case of emergency.
13. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Latton Village Hall
14. If these conditions are breached then future bookings will not be accepted.

*Thank you for your booking.*