

Limpley Stoke Village Hall Management Committee

(Registered Charity No. 268706)

Conditions Of Hire

1. The key to Limpley Stoke Village Hall is in a key safe. You will be provided with the code prior to your arrival. If you have any problems accessing the building please call the Bookings Secretary Sue Keeling on 07850 999800.
2. Please leave the Hall in the condition that you find it, i.e. neat, clean and tidy.
3. Please ensure that all lights, heaters and kitchen appliances are turned off when you leave. The water is now left on (the stop-cock is located below the basin in the gents lavatory). Also please ensure that the fire exits and all windows are properly closed and latched shut.
4. The license for evening events finishes at 11.30pm. The Hall must be vacated by 12 midnight. Please leave quietly so that local residents are not disturbed.
5. If you wish to leave the clearing up from an evening event until the next morning then please inform Sue Keeling that you will be doing this and check that there is not another booking for the following morning (all bookings are listed on our [Google Calendar](#) as well as on the calendar in the Hall lobby).
6. Limited car parking is available behind the Hall. Please do not obstruct the road; in addition to causing inconvenience to the neighbours it is illegal.
7. Hirers are reminded that if they wish to sell alcoholic drinks then it is their responsibility to have the appropriate license for their event. For guidance on how to apply for a Temporary Event Notice please go to www.wiltshire.gov.uk/article/1117/Temporary-event-notices. Hirers must also be aware that they may need to have Public Liability Insurance for their event.
8. The license for the Hall limits the number of users as follows:
 - 55 persons seated at tables
 - 70 seated without tables
 - 70 dancing
 - 100 standing
9. Please ensure that free access to fire exits is always maintained

10. The Village Hall Management Committee will not accept any liability for the loss of or damage to hirer's property or their equipment due to theft, vandalism etc. Nor will the Committee accept any liability for accidents that occur during the use of the Hall. It is the responsibility of hirers to arrange their own insurance cover against this type of eventuality.
11. The Village Hall Management Committee reserves the right to refuse future bookings if these conditions are not observed.