

# BOOKING FORM

## WEDDING

To complete your booking, please check date availability with the Caretaker, David Lapsley, on 01932 873350 or alternatively email [info@lyne-village-hall.co.uk](mailto:info@lyne-village-hall.co.uk).

Bank Transfer:

Payment to be made to: LYNE VILLAGE HALL

SORT CODE: 20-90-56

ACCOUNT NO: 80049638

If using post, please send this booking form, together with your payment to: Bookings, Lyne Village Hall, Lyne Lane, Lyne, Chertsey, Surrey KT16 0AN.

Please complete in BLOCK CAPITALS

Name:	
Address:	
Contact details:	(Phone number and E-mail address)

Hire of: (Delete as appropriate)	MAIN HALL	STERN ROOM	BLUE ROOM
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PLEASE NOTE: Main Hall and Stern Room may be booked together

Booking Date:			
Time:	From:	To:	

I enclose deposit of £.....

- **25%** of the hire fee
- plus **£500.00** cleaning (refundable) deposit

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

Signed.....

Date.....

Please note:

- The person signing this booking form should be the person who will be responsible for the adherences of the terms and conditions above.
- Booking is not confirmed until payment it made.

# Lyne Village Hall

## 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 refundable deposit plus a booking deposit of not less than 25% of the total charge (please see separate booking forms), the balance being payable no later than 14 days prior to commencement of use. The refundable deposit will be returned in full within 14 (fourteen) days of the event, subject to the premises being left in a tidy condition with no breakages or losses.

In the event of late cancellations, the refundable 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 23.00 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 being 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 strictly adhere to and the person booking the hall will be held personally responsible for any breach of licence. There are no gaming machines on the premises. Persons under 16 years of age are banned from attending Race Nights or similar forms of entertainment and persons under 18 years of age are banned from betting.

### 4. Damage/Breakages etc.

All damages to and breakages of the 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 refundable 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 a 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 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 the evacuation procedures. These are displayed on the notice boards
- ensure that any electrical or other equipment brought into the Village Hall is in a 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 that the emergency doors are not tampered with
- under no circumstance light bonfires in the grounds.

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

## **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 OWN 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.

## **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 any access to the grounds to members of the public.

## **10. Problems**

**Should any difficulties arise during the use of the premises, David Lapsley, Caretaker, should be consulted (Phone: 01932 873350)**

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 the 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, Chertsey, Surrey KT16 0AN. Forms for compliments or complaints are provided in the foyer. The facilities provided are the best that can be given within the hall's limited finances and these will be improved as funds permit.**

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