

LYDEARD ST LAWRENCE VILLAGE HALL

Thank you for your interest in our village hall.

The following will give you information about the facilities available and details of how to book. The Management Committee will be happy to answer your queries.

Chairman: Don Hobson
Secretary: Steve Baines
Treasurer: Mel Horner
Members: Anna Broad Paul Yeomans Pauline Smith Jo Stewart

BOOKING

To book the hall, telephone Mel Horner (667347) or email melhorner@btinternet.com to ensure the date you require is free.

Download a [booking form](#), fill it in and return it to Mel (at Mulberry, Lydeard St Lawrence), with your deposit of £40 which will be returnable on payment of the invoice.

CHARGES

Children's Party
(daytime, before 6pm) £5.50 per hour

All other bookings £8.00 per hour

There is no "free" setting up time, so please ensure you book the full number of hours you will need. Different charges apply for local 'not-for-profit' organisations or commercial bookings. Please enquire.

ABOUT THE HALL

Entrance The main entrance is at the back of the hall – follow the path round. This is also the disabled access route. Outside lights are switched on just inside the car park entrance.

The Hall The Main Hall is familiar to most residents, with its open beams, wood floor and small stage. Size is approx. 12.8m x 5m (42ft x 16ft). If you have not been before, do come and see it.

Meeting Room The Meeting Room is part of the extension built in 2004, and offers a more comfortable atmosphere with carpet and soft chairs. There is a serving hatch into the kitchen.

Toilets Ladies and Gents toilets are downstairs by the car park entrance; a toilet with disabled access is on the main upper level.

Equipment There are 8 folding tables (182 x 76 cm).
There are 32 padded upright chairs (6 with arms) and a further 40 wooden folding chairs in the storeroom at the rear of the hall.

Kitchen The kitchen is equipped with a large double oven, a microwave and two fridges (one with small ice-box). The use of the kitchen is included in your booking fee.

This is a **"No Smoking"** public area

CONDITIONS OF BOOKING

1. Payment of a £40 deposit on booking. This will be returned on payment of the invoice, provided that there are no breakages and the hall is left clean and tidy.
2. An invoice for the hiring fee will be sent to you after the event. This is payable within 14 days.
3. 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.
4. If the hall is left unoccupied at any time, heaters must be turned off and the doors locked.
5. 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.
6. 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.
7. The hall **must** be left clean and tidy for the next user – leave it as you would expect to find it!
- 8. 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.