

LLANFAIRFECHAN COMMUNITY HALL
VILLAGE ROAD, LLANFAIRFECHAN, CONWY LL33 0AA

Tel: 01248 681697

Email: llanfairfechancommunityhall@gmail.com

Terms and Conditions of Hire

Conditions of Hire

We accept your booking when you agree to our conditions of hire set out below.

The person making the booking is the person who will be held responsible for the conduct of participants and condition of the hall. The hall will be opened and closed by the venue host who will attend the hall at the start and end of your booking, unless agreed otherwise.

Community Hall usage/hirer conduct

The hirer is responsible for the conduct of all his/her function's attendees.

This includes:

- Keeping noise to a minimum when exiting and entering the venue should so as not to disturb the neighbours.
- All costs incurred due to lost hire income or cleaning charges as a result of the hall not being left in a clean condition.
- Reporting any damages caused during the event. The hirer will be held responsible if the damage has occurred during the period of hire and will incur damage costs.
- Reporting any accidents or concerns to the venue host as soon as possible.
- Ensuring rubbish is disposed of using the bins provided.
- Leaving the premises clean and tidy including furniture, which should be put back where it was found.
- Arriving and leaving at the times specified on the booking form.
- Ensuring that alcohol is not sold on the premises unless a licence has been agreed
- Ensuring that attendees have left the building by the end of the hire period.
- Ensuring children are supervised at all times.
- Ensuring that the fire doors are used appropriately
- Prohibiting smoking within the building or directly in front of the premises' entrance/exit.
- No Helium balloons in the main hall

Payments and deposits:

- Bookings are only confirmed once paid in full. A deposit of £50 may be retained if there is a late cancellation.
- Full payment for hire must be made 14 days in advance (where booking is made, at least a month in advance).

- Should the booking time become unavailable, through no fault of the hirer, then Llanfairfechan Community Hall will refund any monies the hirer has paid.
- All monies should be payable to Llanfairfechan Community Hall.
- We will provide you with a full refund if you cancel up to 7 days before your event, but we cannot accept the cancellation within this period. We reserve the right to cancel or terminate a booking if you break our hire conditions or compromise the security of our halls.
- In the event of any damages occurring during the event, repair costs will be deducted from the initial deposit. If the cost of repairs exceeds the initial deposit, the hirer agrees to pay any excess.

Health & Safety

- Hirers are responsible for the safety and wellbeing of your attendees
- All accidents, health risks or injuries must be reported to the venue host.
- All accidents, health risks or injuries must be reported to us within 48 hours on 01248681697 (key holders).
- We will draw your attention to fire safety procedures and please take particular note of how to evacuate in the event of a fire
- Hiring organisations must have public liability insurance and their own contents insurance where applicable.

We will ask to see this where relevant.