



STANDARD HIRE CHARGES AND OTHER INFORMATION

Rate: £10.00 per hour

Minimum booking period: 2 hours. After the minimum period, bookings must be made in increments of no less than 30 minutes (ie: 2hrs 30 mins, 3hrs, 3hrs 30 mins)

Period of hire: 8:00am - 11:00pm Monday - Saturday
9:00am - 10:00pm Sunday

1. Payment should be made within 14 days of receiving our invoice or in advance of the event if sooner (exceptions apply to regular bookings).
2. If the booking is cancelled by you 14 days or less prior to the event you will be required to pay a late cancellation fee. Please see section 10.1 of the Terms and Conditions for details.
3. Information about how to access the key will be given to you 2 days prior to the event provided payment has been received.
4. Our hire charges are reviewed on a regular basis and are subject to revision as circumstances change.
5. By ticking the box on the booking agreement, you accept the Terms and Conditions of the booking and that you are responsible for health and safety whilst on the premises.
6. By ticking the box on the booking agreement, you accept that you are liable for the costs of replacing any breakages which occur during the period of your booking and responsible for cleaning the hall and ensuring any equipment such as chairs, tables, crockery etc which have been used has been put away at the end of the booking.
7. If you intend to make use of the kitchen facilities please bring your own tea towels and hand towels.
8. Cleaning products can be found in the cupboard under the sink. Please ensure that they are returned to the cupboard when not in use.
9. Henry Hoover is stored in the cupboard marked A.
10. Health and safety information, the Accident Record book and appliance instructions are in the folders, appropriately marked, on the shelves at the back of the hall. A First Aid Kit can also be found in this location.
11. Please take all rubbish including recycling away with you after your event.
12. There is no parking on site but there is parking on the road. Please park considerately. Parking is at your own risk.
13. If the venue is not left in a satisfactory manner we reserve the right to charge you the cost of cleaning and any redecoration required.
14. If you have any questions please email us at lwca79@gmail.com