

## Lunesdale Hall - Terms and Conditions.

1. The entrance door keypad number will be emailed to you in the month prior to your booking.
2. The hirer must include setting up and clearing away time in their booking period.
3. The Lunesdale Hall committee does not accept any responsibility for the hirer's goods in the building at any time including overnight.
4. No Items / Goods are to be left at the Bective Road or New Road entrances.
5. All chairs and tables are to be put away in their correct place.
6. The floors are to be swept, vacuumed and any rubbish placed in the bins provided.
7. Any damage must be entered in the incident book (by the First Aid Box in the kitchen). The cost to repair any damage caused during an event will be charged to the hirer.
8. The hirer must be over the age of 18 and be present throughout the event.
9. On leaving the hall please turn off all lights, hot water boilers and if the dishwasher has been used ensure you have followed the cleaning instructions.
10. All doors must be locked by the hirer at the end of an event. If you are a Therapist using the upstairs room you must ensure that the door is locked when you leave even if there is another user in the Bective Room or Hall. This means that the door must not be left on the latch operation.
11. If you require an Alcohol licence for your event this must be purchased by the hirer from SLDC.
12. A minimum charge of £25 will be made if the above responsibilities are not complied with.
13. Twenty-four hour's notification is required to cancel a booking.
14. Bookings will only be accepted one year in advance.
15. Bank holidays bookings, the booking must be for the whole day.