Cyril Turner Community Hall, LN8 6AJ

Village Hall Hire Agreement

To hire Ludford Village Hall, please complete every section of this form and email it to the Bookings Secretary at **villagehallludford@gmail.com**. You can fill this form in on screen, then either print it and sign it by hand (a clear scan or photo of the signed form is fine) or sign it with a digital signature.

This agreement is made between the Ludford and District Playing Field Association Committee ("the Hall") and the Hirer, whose details are below.

HIRER DETAILS

Your name	
Company/organisation name	
Address: first line	
Second line	
Third line	
Fourth line	
Postcode	
Tel/mobile number	
Email address	

FUNCTION DETAILS

Date of function/event	
Times (from/until) – please allow for set-up and clear-down	
Number of people attending	
Type of function	☐ Children's party ☐ 21st/18th party ☐ Other party ☐ Club event ☐ Corporate
Use of kitchen	☐ Drinks only ☐ Cold food preparation ☐ Hot food preparation
Use of meeting room (if 'other', please explain below)	☐ For a meeting ☐ For a buffet during the event ☐ Other
Use of outside space/showers	

The Village Hall Bar

1. Only drinks bought from the Hall's own licensed bar may be consumed on the premises.
2. If bar staff are unsure of a customer's age, they may ask for ID and will refuse service if it can't be shown.
3. Licensed hours run until midnight. If you need an extension until 1am, a charge of £21 applies (set by the local authority). Please email a letter explaining the request and why it's needed; it must reach us at least 6 weeks before your event.
4. For some events we may require a doorman to be hired, for example a party with a high proportion of teenage guests, even if they are not old enough to drink. No under-age party will be considered without adult supervision. Charges are available on request.

Bar required	☐ Yes ☐ No
Bar open hours	From: To:
Extension of time required (see note 3)	☐ Yes ☐ No
Special drinks required (please be specific, e.g. age-specific brands)	
Doorman required	☐ No ☐ Yes

Terms and Conditions of Hire

Fees

1. Hire fees are set out in the 'Letting Fees' document, which forms part of these terms and conditions.
2. To confirm your booking, a deposit of £100 is required in all cases. It is refundable once the Hall has been checked after your event.
3. If you pay your final balance by cheque, the cheque must clear before your deposit can be refunded.
4. The cancellation fee of £20 applies if you give less than 2 weeks' notice.
5. Hourly bookings of the Hall have a minimum of 2 hours.
6. A heating surcharge applies during the winter months whenever the heating is used. This is subject to change.
7. Your personal information is handled in line with the UK GDPR and the Data Protection Act 2018. Please see 'How we use your information' at the end of this agreement.

Health and Safety

1. The capacity of the Hall is 200 people standing or 120 seated.
2. The Hall accepts no liability for the following, so we recommend you take out your own insurance:
   - health and safety issues arising from any equipment brought in by the hirer, their guests, staff or hired personnel;
   - the health and safety of any food brought in, prepared or served by the hirer, their guests, staff or hired personnel;
   - cars parked in the car park by the hirer, their guests, staff or hired personnel;
   - use of the outdoor play equipment by the hirer, their guests, staff or hired personnel.

3. The Hall is a strictly no-smoking venue, including vaping, as required by law.
4. Please see the Fire Procedure below for specific fire safety instructions.
5. Children are not allowed on the stage (unless performing) or in the kitchen at any time.
6. Dogs are not allowed anywhere on the premises, playing field or car park. Assistance dogs are welcome.

Looking After the Hall

1. Please don't use adhesives or fixings of any kind (e.g. Blu Tack or staples) on the ceiling, walls or windows.
2. Please take all your rubbish away with you after your event. Black bags are provided.
3. Tables and extra chairs are in the store room. A 'map' is available showing how to restack them. Please use the trolleys provided and don't mix table sizes in the trolleys. Any other equipment in the store room is not included in your hire.
4. A 'map' is also available for the main hall showing how to leave any furniture that doesn't belong in the store room.
5. Please wipe down the tables, store them correctly and sweep the floor thoroughly after use. Brooms are in the store room and dustpans are under the kitchen sink.

Fire Procedure

Please read out the following announcement at the start of each session or event:

"Please could everyone be aware of the exits (point them out) in case of fire. If a fire is discovered, leave by the nearest exit and gather at the bottom of the car park nearest the picnic tables. Please do not return until the all-clear has been given."

This announcement is also shown on the key fob. The kitchen door is not a designated fire exit, as it is within the main fire-risk area of the building.

To call the fire service, dial 999 and give the Hall's address: **Cyril Turner Community Hall, Playing Field Lane, Ludford, Market Rasen, LN8 6AJ**. There is no landline in the Hall and no public telephone in the village, so you will need to use a mobile phone.

Acceptance

By signing this agreement, I confirm that I have read, understood and accept all of the above and will follow it. I take full responsibility for any damage to the Hall and its property. I understand that my £100 deposit will be used against any damage and any remedial work needed because the Hall was not cleared up and put back correctly after my event, and that a further bill may be issued in the event of serious damage or destruction.

Signature of Hirer (sign by hand or digitally)	
Date	

Returning this form

Please email your completed booking form and any supporting documents (such as a bar extension request letter) to the Bookings Secretary at **villagehallludford@gmail.com**. We will confirm how to pay your deposit; cheques should be made payable to **Ludford PFA**.

How we use your information

The Ludford and District Playing Field Association is the data controller for the personal information on this form. We collect your name, contact details and event details only to manage your booking and deposit, and we process them under UK GDPR and the Data Protection Act 2018 on the basis that they are necessary to carry out this hire contract.

We keep this agreement securely with our financial records for 7 years, as it is a legally binding contract between you and the Association and we need it for our accounts. We do not sell your information or share it with anyone else, except where required by law.

You have the right to ask to see the information we hold about you, to ask us to correct anything that is wrong, and, where the law allows, to ask us to delete it or restrict how we use it. To do any of these, or to ask for a copy of our privacy policy, please email **villagehallludford@gmail.com**. If you are unhappy with how we have handled your information, you can complain to the Information Commissioner's Office at ico.org.uk.

Updated November 2026