



North Kyme Village Hall

Event Package Booking Form and Hire Agreement

(All prices and charges are non-negotiable.)

We are happy to clarify any queries or questions you may have.

Booking payments are only accepted once you have ticked the box on the online booking request to confirm your agreement to these Terms and Conditions and complete your online booking application.

Booking Payments

- 50% of the hire price is required as a booking deposit.
- The remaining balance is due one month before the event date.

Terms and Conditions

Event Timing and Access

- Respect the allocated time for your event. Access to the hired spaces is only permitted during the booked times. Please adhere strictly to your allocated time.
- We understand that plans can change. If you need to change your booking, you can do so at **nkvh.org.uk** or by emailing **bookings@nkvh.org.uk**. We're here to help you make your event a success.
- A team member will clean the hall before your event.
- It's important that children remain within the hired spaces and are always supervised by an adult for their safety and to prevent disruptions.
- Trolleys are provided for moving chairs. Chairs must not be dragged along the floor.

Parking

- Please park within the designated bays.
- If using disabled spaces, a valid blue badge must be displayed.



During the Event

- **Noise Levels:** Music must not exceed **80 decibels**. Doors and windows must remain closed. Repeated infractions will result in the power being turned off.
- **Bar and Music Curfew:**
 - Last orders at the bar: 10:30 p.m.
 - Music off: 11:00 p.m.
 - Be mindful of noise levels when leaving the hall.
- **Inflatables (e.g., Bouncy Castles and Ball Pools):** You must check your insurance coverage for accidents. The hall's insurance does **not** cover accidents.
- **Loitering outside the building is strictly prohibited.** Complaints from nearby residents may result in police intervention and event termination.
- **Prohibited Activities:**
 - No barbecues, fireworks, or open flames inside or outside the building.
 - No smoking or vaping inside the hall. Smoking and vaping are only permitted outside.
- **We kindly ask that spills and messes be cleaned throughout the event. This will ensure a pleasant environment for all and prevent accidents.**

Waste Disposal

- Use the designated bins in the kitchen and outside areas.
- **Incorrect waste disposal (e.g., food waste in recycling bins) will result in a £100 charge** as the refuse service will not collect contaminated bins.

Kitchen Use

- The kitchen and all appliances, including the floor, must be cleaned after use.



After the Event

- All guests must leave at the time specified in the package to allow your cleaning team and caterers sufficient time to tidy up.
- Cleaning materials (black bags, vacuum, broom, mop, and bucket) are available in the kitchen.

Furniture Storage:

- Tables must be cleaned, folded, and stored.
- Chairs must be stacked in groups of 10 and placed in the designated storage area.
- The hall, kitchen, corridors, and toilets must be returned to their original clean state.
- Guests must leave the premises **quietly and on time** to avoid disturbances.
- Committee members will inspect the hall, outside areas, and bins after the event.
Any damages must be paid for.

Payment Schedule

Payment Due	Amount	Payment Method
Upon online booking	50% of the package price	Bank Transfer, Online Payment
One month before the event	Remaining balance	Bank Transfer

Cancellation Policy

- If you must **cancel** or **postpone** a confirmed booking, a cancellation charge of £20 will apply.
- **No refunds for cancellations made less than one month before the event date will be issued.**
- Rescheduling may be allowed **at the venue's discretion**, subject to availability and an additional admin fee.
- You can cancel or make date changes at nkvh.org.uk or by emailing **bookings@nkvh.org.uk**.

By ticking the online box to agree to these terms, you confirm your acceptance of all the above conditions.