



LINCOLN CIVIC TRUST

(Registered Charity No. 249420)

Telephone: (01522) 546422 E-mail: lincolncivictrust@btinternet.com

ST MARY'S GUILDHALL - CONDITIONS OF HIRE

1. All applications for Hire are to be addressed to The Secretary, Lincoln Civic Trust Ltd., St Mary's Guildhall, 385 High Street, Lincoln, LN5 7SF, on the appropriate booking form
2. The use of the Great Hall shall be limited to the purpose stated on the booking form and not exceeding 60 people
3. The hirer is responsible for the maintenance of good order during the hiring. The Guildhall must normally be vacated by 11.30 pm. However, it may, by special arrangement, be booked for longer, up to 1.00 am, with an extra charge of **£25.00**
4. The Lincoln Civic Trust shall not be liable for any loss of or damage to any property arising out of the hiring from any cause
5. Any damage or loss to the Guildhall, furniture, crockery, cutlery, the property of the Lincoln Civic Trust, must be paid for by the hirer
6. No flags, decorations, bunting or other articles are to be fixed to the walls, floors or ceiling. The wearing of footwear likely to cause damage to the floors is not permitted
7. The Lincoln Civic Trust reserves to their Officers the right to enter any part of the Guildhall during hiring for the purpose of Inspection
8. No alcohol shall be sold on the premises unless the written consent of Lincoln Civic Trust is obtained and a temporary event notice is obtained in accordance with the Licensing Act 2003 and produced for Inspection
9. Catering contractors and other employed to supply refreshments must remove all their property by the end of the hiring
10. The hirer must leave all parts of the Guildhall subject to the hiring in a clean and orderly condition at the end of the booking
11. A 10% deposit is required on booking and the balance of the fee is due 7 days prior to hire. In the event of a subsequent cancellation the deposit will be non-refundable

THE LINCOLN CIVIC TRUST RESERVES THE RIGHT TO REFUSE ANY BOOKING WHICH IN ITS OPINION WOULD BE UNSUITABLE

THERE IS A 'NO SMOKING' POLICY IN ST MARY'S GUILDHALL BUILDING