

NETHER WHITACRE VILLAGE HALL

BOOKING FORM AND CONDTIONS OF HIRE FOR DOG SHOWS

DATE OF FUNCTION _____

DOG CLUB _____

CONTACT NAME _____

EMAIL _____

TELEPHONE NO _____

ADDRESS _____

FOR OFFICE USE	
DATE RECEIVED _____	_____
DEPOSIT RECEIVED _____	_____
DEPOSIT C/F _____	_____

START & FINISH TIMES _____

***** 1 form per booking*****

FACILITES REQUIRED HALL _____ COMMITTEE ROOM _____ WHOLE VENUE _____

<p><u>HIRE CHARGES</u></p> <p>£130 for whole venue to include hire of crockery and cutlery all day</p> <p>£50.00 NO BOOKING WILL BE CONFIRMED UNTIL SUCH TIME THAT A BOOKING FORM IS RECEIVED ALONG WITH THE DEPOSIT. A CHARGE OF £25 FROM THE DEPOSIT WILL BE NON-REFUNDABLE SHOULD THE BOOKING BE CANCELLED GIVING LESS THAN 60 DAYS NOTICE AND £50 IF LESS THAN 21 DAYS NOTICE, UNLESS THE FACILITY CAN BE RE-LET. DEPOSITS CAN BE CARRIED OVER TO FUTURE BOOKINGS</p>

ACCESS

Please ensure the main entrance carpet is covered with a suitable covering to prevent dog urinating. Dogs must not be allowed in the committee room or the kitchen under any circumstances.

CLEANING & GENERAL RULES

- All areas of the hall must be thoroughly **swept, vacuumed and mopped**.
- All dog hair must be cleared up
- All equipment for cleaning is provided by the Village Hall.
- No pins to be put into walls
- No strong adhesive tape to be used on the floor as this can leave marks

EXTERNAL TO THE BUILDING

All dog excreta must be cleaned up and either double bagged & placed in dustbin or taken away and as much dog hair picked up as is possible

The Village Hall Committee reserve the right to refuse hire of the hall to any prospective user at any time up to the date of the hire.

I hereby agree that any damage caused by anyone at my event will be paid for in full.

Signature: _____ Date: _____

Please return this page with deposit payable to Nether Whitacre Village Hall and returned to
 Ayeshah Ali, Booking Secretary, 10 Station Rd,
 Whitacre Heath, Warks B46 2EH Telephone 07923 921524 or email: nwvillagehall@gmail.com
Please take a copy for your own records

SECURITY NOTICE – ALL CHAINS AND LOCKS MUST BE REMOVED FROM EMERGENCY EXITS BEFORE USE AND MUST BE REPLACED ON LOCK UP

KEYS

**PLEASE PHONE THE BOOKINGS SECRETARY PRIOR TO YOUR EVENT TO MAKE ARRANGEMENTS FOR KEY COLLECTION AND SECURITY NOTICE
ARRANGEMENTS MUST ALSO BE MADE REGARDING THE BALANCE OF PAYMENT**

SMOKING

In accordance with the Health Act 2006 and regulations made thereunder, smoking is prohibited in all public places. Any person who breaches this provision will be asked to leave the premises. The Village Hall Committee may refuse future bookings to the Hirer if this legislation is broken.

WARNING

You can be prosecuted for running a bar without a court license. If in doubt contact Police website for further information.

SECURITY

Chains and locks must be removed from emergency doors before use and must be replaced when locking up. Please check all windows are closed, lights are switched off and front door and gate are locked securely

HEATING AND HOT WATER

Heating for the main hall is controlled by two meters on the stage. They take £1 and £2 coins. 1 meter controls half the heaters and both meters will provide maximum heat that will last for approx. 20/25 minutes. The fans can be used to push the heat down.

Heating for the small room is controlled by the £1 meter in the kitchen combined with a switch by the electric heaters in the small room.

Hot water for the kitchen and toilets is controlled by the £1 meter in the kitchen and the immersion heater switch in the same location.

LIGHTING

Toilet lights are on a timer

Car Park light is on a sensor

Main Hall – lighting switches are located on the right as you enter the main hall. The large row of switches control the strip lights. The 3 switches are for the up lighters, you can hold down these switches to control dimming.

Coloured/flashing stage lighting needs a control fob available from the booking secretary

TABLES AND CHAIRS

Chairs must be stacked no more than 10 high at the back of the hall

Folding tables MUST be stored back on the stage after use

CLEANING

Cleaning materials are available in the cupboard in the kitchen and must be left clean

Carpets must be vacuumed if needed

All floors and surfaces MUST be left clean

All rubbish must be placed in black bins outside the kitchen

Cookers and fridge left empty and clean

YOU MUST PROVIDE YOUR OWN TEA TOWELS

Please ensure toilets are left clean and tidy ready for the next user

UPDATED December 2019

DUE TO PREVIOUS COMPLAINTS WE ASK THAT DOGS ARE NOT LEFT UNATTENDED TO BARK IN CARS