

Dilhorne Recreation Centre

Registered Charity Number 522635

www.dilhorne-recreation-centre.com

Dilhorne Recreation Centre
New Road
Dilhorne
Stoke on Trent
ST10 2PQ

Please address correspondence to:

Victoria Pitt

Oxclose

Boundary

Nr Cheadle

Staffordshire

ST10 2NU

Telephone

01538 754956

Mobile

07538 075392

Email

vicky@dilhorne-recreation-centre.com

Booking Form & Invoice

Name _____

Address _____

_____ Postcode _____

Contact Number(s) _____

Date of Event _____ Description (e.g. Wedding) _____

Number of Guests _____ (max 140 seated or 200 standing) Email _____

Time of Access to Hall _____ Bar required _____

(from 10am - 1am) _____ (from 7pm - 12.30am) _____

How did you hear about us? _____

COSTS (all inclusive of VAT)		TOTAL
Full Day Hire - Bar included from 7pm-12.30am	£250	
Full Day Hire - No Bar	£200	
Hourly Hire * (Three hour minimum)	£60	
Hourly Rate *	£14	
Bar Hire (hourly hirers only)	£50	
Security Bond (This will be returned 10 days after the event, provided there are no damages to the building, the contents, or the property)	£70	£70
Optional Cleaning Charge	£40	
TOTAL DUE		
50% DEPOSIT DUE (provided booking is 6 weeks prior to event)		<input type="checkbox"/> Paid?
BALANCE DUE (6 weeks prior to event)		
* Excludes Bar	Date Due	<input type="checkbox"/> Paid?

Extension to bar times can be arranged at additional costs by prior arrangement.

Please make cheques payable to: 'Dilhorne Recreation Centre'

Signature of Hirer _____

Date _____

CONDITIONS OF HIRE

- 1. Alcohol must not be brought onto the Centre's licensed premises unless prearranged with the booking secretary. Any person found with alcohol not purchased on the premises will have the alcohol confiscated and be asked to leave immediately.**
- The Hirer, who must be over 21 years of age, will provide all necessary supervision to maintain order.
- The Hirer will be responsible for defraying the cost of any damage to the Centre, its fittings or equipment, and for any loss of Centre property.
- The Hirer will be responsible for preventing damage to the wooden floor by not dragging objects such as chairs, tables or sound equipment across it. Particular care should be taken when using the trolley holding stacked tables, making sure the brake is off before moving.
- The Hirer will be responsible for ensuring the building is vacated at the time agreed on the Booking Form. Any excess time that the Centre is used will be charged at the appropriate rate.
- The Hirer must not interfere in any way with the heating, electrical or alarm systems.
- Bluetac, whitetac, sellotape, etc, must not be used on the walls. There are hooks in place to hang decorations from.
- No fireworks to be used in the centre grounds under any circumstances - this causes noise pollution to our neighbours.
- The hirer will be responsible for leaving the Centre in a tidy, clean condition unless the appropriate cleaning fee has been paid in advance - **see cleaning sheet given at start of hire.**
- The hirer is responsible for ensuring all vehicles are parked in a sensible manner and do not block access to the hall in any way for the emergency services.
- The Hirer shall not use the Village Hall for any purpose other than that described on the booking form, shall not subhire the hall or allow it to be used for any unlawful purpose.
- The Hirer is responsible for adhering to the conditions of the premises licence in respect to music, entertainment etc
- The Hirer is required to adhere to the maximum numbers stated on the booking form - if maximum numbers are exceeded we reserve the right to close and evacuate the centre to ensure the safety of the hall and the public.
- The Hirer is responsible for ensuring any food prepared on the premises adheres to current health and hygiene regulations. Also, all food waste is disposed of in the outside bin before leaving the premises in both self clean/paid clean situations.
- The Hirer must report any accidents involving injury to the public to a member of the committee or bar staff immediately and fill in the accident book as necessary.
- Drunk and disorderly behaviour shall not be tolerated and any persons believed to be acting in this way will be refused service and asked to leave the premises. Alcohol will not be served to persons under the age of 18, we operate an ID 21 policy.
- We accept no responsibility for damage or loss to any property brought onto the premises or left on the premises. Any property not removed at the end of the hire period may be disposed of as we see fit after a 7 day period.

Cancellation Policy

In the event of cancellation the following rules will apply.

Within 6 weeks of the event the deposit will not be returned.

More than 6 weeks prior to event deposit will be returned after a £20 administration is deducted.

Contact numbers

Helen Thurstan	Chair	(01782) 397938
Vicky Pitt	Booking Secretary	(01538) 754956
Vicky Pitt	Bar Enquiries	07598 075392
Caroline Whitehall	Treasurer	(01782) 392522
Barry Mawson	Honorary President	(01782) 393470