

Dilhorne Recreation Centre

Registered Charity Number 522635

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
Mobile

01538 754956
07538 075392

Booking Form & Invoice

Name _____

Address _____

Postcode _____

Contact Number(s) _____

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

Number of Guests _____ (maximum 140 seated and 200 standing)

Timings of Access to Hall _____ Bar Required? _____ Times from/till? _____
(e.g. 10am - 11pm) (Circle) Yes No

How did you hear about us? _____

COSTS (all inclusive of VAT)		TOTAL	
HIRE OF MAIN HALL – full day rate from 10am to 1am (inc bar from 7pm)	£220		
HIRE OF MAIN HALL* – hourly rate (not available on Saturday) <u>minimum</u> first 3 hours at:	£55		
HIRE OF MAIN HALL* – hourly rate – Additional hours thereafter at £12 per	£12		
HIRE OF BAR (for hourly rate hirers)	£50		
PLUS 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 CHARGES (Please note, we can arrange to tidy up after your event if you do not wish to do so – see 'Conditions of Hire')	£40		
TOTAL DUE			
50% DEPOSIT DUE (provided booking is 6 weeks prior to event)			Paid?
BALANCE DUE (6 weeks prior to event)			
	Date Due		Paid?

* Excludes Bar

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 previously agreed with comitee and appropriate corkage charges have been paid. Any person found with alcohol not purchased on the premises will have the alcohol confiscated and be asked to leave immediately.**
2. The hirer, who must be over 21 years of age, will provide all necessary supervision to maintain order.
3. 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.
4. 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.
5. 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.
6. The hirer must not interfere in any way with the heating, electrical or alarm systems.
7. Bluetac, whitetac, sellotape, etc, must not be used on the walls. There are hooks in place to hang decorations from.
8. The hirer will be responsible for leaving the Centre in a tidy, clean condition, as found on entry:
 - a. Clean all tables used and stack in trolleys provided.
 - b. Clean all chairs if necessary and return to storage area at the back of the hall, using trolley provided.
 - c. Sweep the floor.
 - d. Remove any rubbish into the bin provided outside.
 - e. Clean the kitchen including floor - leave as you found it.
9. Fireworks are not permitted in the grounds of the centre.

Instructions for safe use of the trolleys and stacking of tables

1. Tables should be placed on the trolley on their ends, supported by the side frames.
2. Please ensure tables are NOT placed fully upright to avoid them falling.
3. For safety, the straps should be pulled sufficiently tight to retain the tables at all times.
4. Please secure the trolley, using the brake wheels before loading or unloading.
5. To apply brake, push lever down. To release brake, push upper lever forward towards the hub of the wheel.

The Trustee opening the Centre for the hirer should point out the following:

The accepted state of cleanliness that the Centre building should be left in following the event. (See above)

The cleaning cupboard

The trolleys for the tables and chairs

The fire exits and the fire procedure instructions placed at the entrance of the Centre

How to operate the lights & heating

Contact numbers displayed in the Centre

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