

Terms & Conditions update

01 02 2018

Registered charity no. 522635

Telephone: 07715 441 1431

Email: enquiries@dilhorne-recreation-centre.com

VAT NO 785 7287 68



New Road, Dilhorne, Staffordshire, ST10 2PQ
www.dilhorne-recreation-centre.com
www.facebook.com/dilhorne.rec

Payment

Please note that you should pay your final balance 6 weeks prior to the date of your event. You will not be reminded of this, and if you do not pay, then this could cause a problem with your venue hire.

Transference of booking and a deposit paid from one year to another will incur the extra fee to take into account any price rises. The Treasurer will advise you of this.

Keys

A Trustee of the Committee will meet you at 10am (or at the stated time on the booking form), to allow entry to the hall. If you have booked all day, then the key can be left with you so you can come and go all day. If you have booked the bar, then please return the keys to the bar staff. If you have not booked the bar, then a member of the Committee will be there to lock up after your event at the agreed end time, but in any event, no later than 12.30am. If you have booked the wedding weekend package, you keep the keys all weekend and a Trustee will meet you at mid-day on the Sunday to collect them from you.

Alarm

The alarm panel is through the second door inside the foyer, on the right hand side as you enter the building. On entry to the hall, simply show the alarm fob to the control panel and this will disable the alarm. In order to re-set it when exiting, hold it in position for the first beep, there is a gap, then there is persistent beeping; the message in the display should say "timed set". If there is another message, it means there is a window or door open, so you need to undo the alarm by presenting the fob again, check windows and doors and repeat process. If you cannot set the alarm, you must phone the Enquiries number and advise the Booking Secretary.

Hirer's responsibility at the end of the evening

You and your guests should vacate the hall by 1am. Prior to that, all rubbish and personal belongings must be removed from the hall; all tables used should be wiped down and stacked on the appropriate table trolley, and left at the bottom of the hall against the wall to the committee room – not inside the store room. Chairs should be stacked and left in the store room, and the floor swept. Hirers cannot leave anything in the hall overnight unless the weekend package has been paid for.

At the end of the evening when having chosen the wedding weekend package, hirers must remove table cloths and other items from tables, plus any chair covers (unless these have been hired from the venue) and put somewhere safe for removal on the Sunday morning. Any contractors' furniture and equipment needs to be the responsibility of the hirer for removal and collection. Your caterer should have cleared the kitchen, tidied everything away and removed all equipment and food from the kitchen and fridge. Caretaking staff will be in at 7am on the Sunday morning to put away any furniture belonging to the venue and to clean the venue.

Heating

The hall is heated by an oil fired boiler, and a control panel is on the wall in the foyer by the toilets. It is already pre-set to come on every day at specific times. Please do not turn radiators off, or change the settings on the control panel – if you wish to turn the heating up, or down, please use the up/down arrow keys marked red to move to your required temperature (top one = up, bottom one = down). If you have any difficulty, you can ask the bar staff to help you.

Bar

The bar has a card facility and we would be happy for you to advise your guests. Please note that the bar will close at 12.30am, or earlier, at the time agreed on the booking form. You will then have 30-45 minutes to clear everything away.

Staff and managing Contractors at the Venue

If you have booked the weekend package for a civil ceremony at the hall, then staff will be available to move your room around following the wedding ceremony. What they cannot do is manage your ceremony for you, such as things like playing the music, or guiding guests. You must use your own ushers for any such additional tasks. The wedding weekend package includes a clear up by caretaking staff the next morning, which includes wiping down our tables, stacking them, (or, removing them if we have arranged round tables for you), along with stacking our own chairs prior to sweeping and mopping the floor. What they cannot do is remove venue dresser's items such as table decorations and table cloths and seat covers, or DJ equipment. The venue dresser and/or any other contractor should be available to be at the hall at 7am on the Sunday morning, when the caretaking staff will be there so they can remove their own goods. If this is not possible, the you as the hirer, would need to do this on the Saturday night before you leave the venue.

Travelling to and from Dilhorne Village Hall

There is an adequate car park. Hirers need to ensure that visitors park appropriately, in the spaces provided, and not outside the front door, as this is a risk to the safety of your guests in the event of a fire. Visitors can leave cars in the car park overnight. If you or your guests are booking taxis, please do so in advance as we have a poor signal at the hall. Ideally taxis should be booked for 12.30am.

Environmentally friendly

The Charity that is responsible for the village hall and the grounds has a very strong ethos of wishing to retain an excellent carbon footprint, so there is a recycling bin outside, and the bar uses paper straws, and tries to reduce its use of glass and plastic bottles, along with other plastic items. Please help us in this by not using plastic confetti in the venue or the grounds; by all means use biodegradable outside. If you would like to see the Charity's Policy covering this, please go to www.dilhorne-recreation-centre.com