

Dorstone Village Hall Booking Form



Registered Charity No. 517747

Booking enquiries should be made to/and booking forms sent to the Bookings Clerk
Mrs Sue Goring, Orchard End, Dorstone, Hereford, HR3 6BE
Tel. No 01981 550280 ~ Mobile 07974 418568

All bookings are provisional until a completed & signed booking form has been handed in.

All preparation and cleaning time must be included within the booking period

	Full Hall	Meeting Room
Up to 1 hour	£15	N/A
Up to 4 hours	£20	£10
Over 4 & up to 8 Hours	£40	£20

Discount of 10% for 6 or more bookings

Electricity for heating is paid for by meters in the entrance hall.

Details of collection of keys will be forwarded with booking confirmation



Dorstone Village Hall Booking Form

Date: **Times From:** **To:**

Organisation:

Type of Event:

Areas & times required: (please tick boxes as appropriate)

Full Hall **Meeting Room**
Up to 4 hours **Over 4 & up to 8 Hours**

Total Cost: £ [Please see Booking Prices & Information and include all preparation time)

Will alcohol be available at this event? YES/NO (please delete as appropriate)
 (If YES please contact the below immediately)

Designated Premises Supervisor: Mr Bill Gannon, The Pandy Inn, Dorstone, Hereford, HR3 6AN. Tel. 01981 550273 info@pandyinn.co.uk

The booking will not be accepted until the DPS has signed below

I have been made aware of the above event & agree to act as Designated Premises Supervisor for it.

..... **Date**

Bill Gannon **p.t.o.**

Terms & Conditions in Brief

Bookings:	<p>1 To be made on Booking Form and signed to confirm acceptance of the Conditions of Booking & Hire. ALL bookings are provisional until a completed & signed Booking Form has been lodged with the Booking Clerk.</p> <p>2 Full details of the Conditions of Hire and Booking Agreement are available on request. Or on line at www.dorstone.org.uk/pages/village_hall.html</p>
Breakages	<p>3 All breakages must be paid for - please notify the Booking Secretary</p> <p>4 If the premises are not left in a clean condition the Committee may exercise the right to charge for any extra cleaning involved</p>
Payment	<p>5 You will be invoiced for payment to be made by cash or cheque (payable to: Dorstone Village Hall) to The Treasurer, Mr John Platts, The Fold, Dorstone, Hereford, HR3 6BE. Tel: 01981 550150</p>
Numbers	<p>6 The hall is limited to 100 persons</p>
Alcohol	<p>7 If you intend alcohol to be available at this event then you must contact the Designated Premises Supervisor immediately Alcohol must only be sold on the premises and drunk on the premises.</p> <p>8 Alcohol MUST NOT be made available to those under age or who appear to be drunk.</p>
Car Parking	<p>9 The School House, which adjoins to village hall, does have a right of way over the Car Park at the rear of the hall to their property. Please ensure that this is kept clear.</p>
Noise	<p>10 No furniture to be moved after 10pm</p> <p>11 The hall must be vacated by 11.30pm</p> <p>12 As there are people living around the hall please be considerate when leaving</p> <p>13 Any clearing and moving of furniture must be done after 9am the following day</p>

Contact Details

Name (please print):

Address

.....

Tel No: email:

(signed) (dated:

I have read and agree to the terms of booking and hire conditions

FOR OFFICE USE:

Booking Accepted	Designated Premises Supervisor	Copy to Treasurer	Invoice Sent	Payment Received