

GREAT PONTON VILLAGE HALL BOOKING FORM

Before completing this form, please check the halls availability on www.greatponton.org and contact the Secretary on ljk975@hotmail.com.

Please read the conditions of further hire before booking.

Date Required: ____/____/____ Hours from: _____ to: _____

Name of Hirer: _____ Event: _____

Address: _____

Postcode: _____ Contact No: _____

THE HALL IS NOT AVAILABLE FOR PEOPLE AGED BETWEEN 16 AND 22 YRS OLD UNLESS SUPERVISED.

VILLAGE CENTRE HIRE RATES

Sunday – Saturday £10 per hr

Saturday evenings from 1800 to 2359 hrs £125 (Inc of ½ an hr prior to and after event)

Wedding Packages £350 (with a deposit of £100 to be paid on booking and £250 to be paid at least 3 months prior to the event. £50 refundable if hall left clean)

Bar Staff £20 per event (Depending on hours required)

PLEASE NOTE NO ALCOLHOL IS TO BE BROUGHT IN THE BAR .

Enclosure of deposit £ _____ cash/cheque (delete as applicable)

This deposit is refundable provided that:

1. The hall is left in a clean, tidy and serviceable condition with all rubbish removed (please note we charge £10 per sack to remove rubbish).
2. No damage or noise nuisance has been caused. Please ensure ALL equipment brought to the hall is removed immediately after the hire period.
3. Deposits are non-refundable when the date is cancelled within 30 days of the event.

DECLARATION

I have read, understood and abide by the terms and conditions, operating instructions and emergency procedures.

I confirm that I am over 21 yrs old.

Signed: _____ Date: _____

Secretary signature: _____ Date : _____

Send this completed form along with a deposit to Lisa Keetley, 8 Blue Horse Court, Great Ponton NG33 5BW or ljk975@hotmail.com

CONDITIONS OF HIRE FURTHER INFORMATION

- As the centre is licensed consumption of personal alcohol will not be tolerated and will be confiscated.

ELECTRICAL EQUIPMENT

- Any electrical equipment bought into the hall must be in good condition and used in a safe manner in accordance with the electricity at work regulations 1989.
- Should any village centre equipment become damaged or faulty, please ensure that you inform the booking officer accordingly

NOISE

- Please ensure that noise levels are not excessive. If possible, please keep windows and the entrance doors closed when music is being played.
- Fire exits must be kept closed at all times.
- Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

FIRST AID / ACCIDENTS

- There is a first aid box in the kitchen.
- Grantham & District Hospital is the nearest hospital with A & E facilities. Tel: 01476 565232.
- If there is an accident or incident of any type please fill in the accident book, this is in the first aid box behind the kitchen door.

FIRE PRECAUTIONS

- Hirers must note that the fire limit for the centre is 200 persons.
- No smoking within the hall.
- Smoking bins are situated by the main entrance door & 2 outside the rear of the building.
- You should point out the location of the fire exits to your guests/other users of the hall before any event begins.
- Emergency exit signs must be switched on at all times.
- You must ensure that fire exits in are not blocked or obstructed at any time both inside and outside the hall in the car park.
- Please ensure cars are parked in a manner to allow emergency service vehicles access to the main entrance. **IF YOU DISCOVER A FIRE** Don't panic. **DO NOT STOP TO COLLECT BELONGINGS.** Immediately raise the alarm which is situated in the entrance hall. Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble in the car park. Shut all doors, windows and fire doors, including the kitchen hatch. Telephone the emergency services. Attack the fire if possible, only if you know how to use the appliances provided, but without taking personal risk. Once you are sure everyone is safely out of the building shut all external doors. Ensure clear access for the emergency vehicles.