



DDVH Hiring Information Pack

Thank you for showing an interest in hiring Dry Doddington Village Hall for your event.



Please read the following information carefully before submitting a booking form to us.

THE COST OF HIRING THE VILLAGE HALL

Below are details of what it costs, per hour, to hire the village hall:

Resident	Dry Doddington residents		Non Dry Doddington residents	
	Regular	Occasional	Regular	Occasional
Monday - Friday 7pm	£10	£12	£12	£14
Friday 7pm - Sunday inclusive	£14		£16	

If you would like to hire the hall for a wedding reception, our charges are as follows :

£55 for set up on the day before (afternoon);

£55 for clean up on the day after (morning);

If you are a Dry Doddington resident £250 for the day of the reception with a £200 deposit payable at the time of booking;

If you are a non Dry Doddington resident £350 for the day of the reception with a £300 deposit payable at the time of booking.

Some important information about our hiring costs:

- A deposit of 20% of the total hire cost is payable at the time of booking, with the balance due no later than 7 days before your event;
- Any cancellations must be received 7 days before your event in order to receive a full refund;
- At any event where alcohol is being consumed, a £100 security deposit will need to be paid at the time of booking and, if no damage or loss occurs, this will be refunded within 7 days of your event.

Details about our Premises Licence issued by South Kesteven District Council:

Our licence, which is displayed in the village hall, allows events to take place between **08.00hrs** and **23.00hrs**. If you want to hold your event outside of those hours, we will need to apply for a Temporary Events Notice from South Kesteven District Council on your behalf. This will incur an additional charge of £40 to yourselves.

PLEASE NOTE : Even where a Temporary Events Notice is issued, all events **MUST** finish and the hall vacated by 23.59hrs.

BOOKING & PAYING FOR THE VILLAGE HALL

Once you have made an enquiry and you know that the date for your event is available, we will supply you with a booking form.

It is our policy not to take bookings for teenage parties. If your event involves young people under 18 years of age, a supervising adult must be on the premises and in charge at all times.

There's also a Fire Regulation limit of 200 people allowed in the hall.

IMPORTANT - please ensure that on the booking form you have allowed time to set up and clean and tidy the village hall at the end of your event.

Completed booking forms, along with the booking deposit, should be returned to:

Lynne Stenton-Guest, Booking Manager, Dry Doddington Village Hall, Main St, Dry Doddington, Newark. NG23 5HU. Or emailed to drydoddvillagehall@gmail.com

Useful information regarding payments:

Payment can be made by cash or by cheque, please make cheques payable to Dry Doddington Village Hall Charitable Trust. If you would prefer to pay by bank transfer the details are:

Bank: Barclays

Account name: Dry Doddington Village Hall Charitable Trust

Account number: 10695211

Sort code: 20-50-21

Please use your surname and event date as the bank reference.

USING THE VILLAGE HALL FOR YOUR EVENT

As a village hall committee, we take great pride in the space that you are hiring for your event. So that the hall continues to be maintained in a clean and tidy state for all users, please can you ensure that at the end of your event:

- All tables and chairs are stacked away neatly and tidily;
- The hall floor is swept after use - brushes are available in the large wooden cupboard in the kitchen area;
- The kitchen area, toilets and sinks are left clean and tidy - cleaning materials are available in the kitchen;
- Any crockery or items used from the kitchen have been washed, dried and put away;
- All rubbish bins are emptied, rubbish bags tied and placed in the purple bin which is situated outside near the kitchen door.

Just another couple of things to take note of about using the village hall:

- Other than on noticeboards, please do not use sticky tape, glue, nails, drawing pins or blue tack;
- Guide dogs only are allowed on the premises - no other animals please;
- No smoking is allowed anywhere in the building;
- Before you leave the hall, please make sure that all the lights have been turned off;
- Please make sure that anyone attending your event leaves the hall quietly and in a responsible manner and showing respect to our lovely neighbours and community.

LEGAL AND INSURANCE INFORMATION ABOUT THE HALL

Please read the following information VERY carefully as the content of this section references important legal and insurance aspects relating to hiring the village hall:

- As the hirer, you are liable for all damage, however sustained, and for any missing items of equipment. Any damage or breakages must be reported as soon as possible to the Booking Manager. The cost of making good damage or breakages may need to be borne by the hirer;
- The Village Hall Committee does not accept responsibility for the loss, damage or injury to any persons and/or their property or consequences thereof, arising out of the use of the hall or accept responsibility for personal belongings, including coats, clothing left in any part of the hall;
- Unlicensed gambling and unseemly behaviour are forbidden;
- We do have a general public liability insurance, which is displayed in the hall, but you may wish to consider taking out specific insurance to cover your particular event;
- We are not licensed for the sale of alcohol. If you intend to sell alcohol at your event, it is your responsibility to obtain the appropriate licence from South Kesteven District Council and make it available to the Village Hall Committee at least 7 days prior to your event. This licence will then be displayed in the hall;
- The Village Hall Committee reserves the right to cancel your booking in the event that the hall is required for emergency use, an election or Governmental business. If this happens, you will be entitled to a full refund of monies paid;
- If the hall was rendered unfit for the use for which it was hired, either by accidental damage or act of God, the Village Hall Committee will not be liable to you for any resulting loss or damage.

AND LAST BUT BY NO MEANS LEAST

The safety of people attending your event is exceptionally important. It's your responsibility to make sure everyone is aware of the procedures to follow in the event of a fire on the premises. Please ensure you familiarise yourself with our fire procedures and that fire exits remain clear at all times.

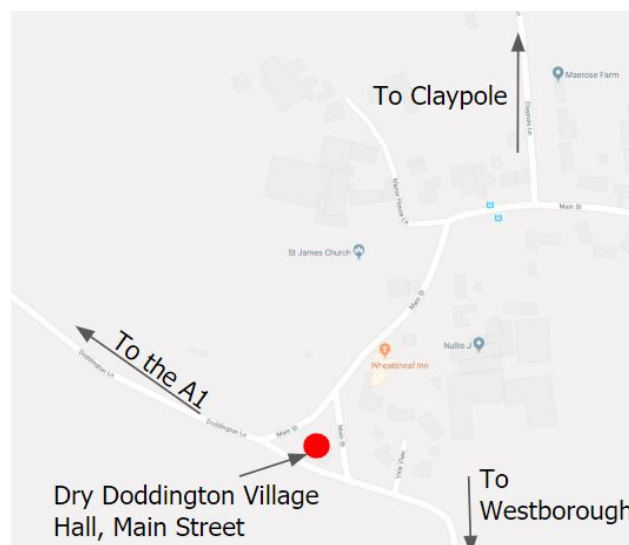
EMERGENCY CONTACT DETAILS

Should there be an emergency situation at the Village Hall please contact:

1. Peter Stenton-Guest 07982 968877 or if he is unavailable
2. Rebecca Lett, 07971 696781

HOW TO FIND US

Dry Doddington Village Hall, Main Street, Dry Doddington., Newark. NG23 5HU
3-5 minutes drive from the A1, Westborough and Claypole.



Thank you for taking the time and trouble to read through this information pack and for respecting the detail within.

The Village Hall Committee thanks you for the support that you have given us and sincerely hopes that you have a successful event.