



DITTON PRIORS RECREATION ASSOCIATION BOOKING FORM (Also known as the Pavilion or Playing Fields)

Vicarage Road, Ditton Priors, WV16 6SP

HIRER'S CONTACT DETAILS	
Name	
Organisation	
Address	
Email	
Phone No.	

ROOMS YOU WISH TO HIRE (tick relevant box)			
Main Hall		Kitchen	

BOOKING DETAILS (please give details of the type of event you are holding)	
Date required	
Room access required from	
Event start time	
Event finish time	
Room access required until	
Nature of event <small>(Please note any use of the Playing Fields and Children's Playground during your event is out of our control.)</small>	
Is alcohol going to be sold?	Yes or No If yes, a Temporary Event Notice is required. Please contact the Committee for permission to obtain a TEN.
Hire Charge	

FIRE PRECAUTIONS	
I nominate the following personnel who will be instructed in the routine to be followed in case of fire and the first named will be responsible for notifying the fire service.	
1.	
2.	
3.	

For all bookings a £50 deposit will be required to secure the Pavilion and the date required. The deposit will be returned if the venue has been left in an acceptable condition and is in a clean and tidy state. An invoice will be sent to you once the booking form is returned.

This form should be completed and returned via email to: Dittonpriorshall@gmail.com.

I am the Hirer/I am authorised by the Hirer (delete as appropriate) to enter into THE AGREEMENT.

The Terms and Conditions of Hire, along with this Booking Form, constitute THE AGREEMENT between the Hirer and the Venue. I confirm that I have read and understood THE AGREEMENT, and agree that the hire of the Venue will be carried out in accordance with THE AGREEMENT.

Name

Signature Date

Hirer Information

Keys

Keys should be collected/returned from/to the Post Office or Parker Motors or by prior arrangement from a Committee Member.

Sundries

Please bring with you:

- Coffee, Tea, Milk and Sugar
- Washing Up Liquid
- Cloths and Tea Towels
- Black Rubbish Sacks

Rubbish

Please take all rubbish and recycling home with you – there is no collection from the Pavilion.

Water

The stop tap is located in the men's toilet. Use the lower of the 2 taps to turn the water on and then off again after your event.

During the winter months, on departure please turn off the water and ensure the kitchen sink taps are turned ON to let the water in the pipes run out.

Lighting

The switches for turning on the spot lights are located by the electrical cupboard in the main hall. The switches for the strip lighting are located by the patio doors.

After your event, please ensure that all lights are switched off.

Heating

The heating control is located to the right of the electrical cupboard in the main hall. Press the power button (centre bottom) and use the adjacent buttons to adjust the temperature to suit. The red lights will show up on the ceiling panels. Please ensure that you turn the heating off before you leave by pressing the power button again. Failure to do so could result in extra charges.

Water Heater

There is a water heater for the kitchen. Turn it on using the switch on the wall above the fridge freezer – it takes about 15 minutes to heat up. Please remember to switch it off after use.

General Cleanliness

Please leave the Pavilion as you would expect to find it. Kindly sweep and mop all floors in the rooms used, check the toilets, and empty the bins.

STANDARD CHARGES FOR CLEANING (if not left in a satisfactory state)	
Hall	£50
Toilets	£50
Kitchen	£50
Oven/Fridge	£50
Breakages	Cost to Replace

Breakages

In the event of breakages, please inform Dittonpriorshalls@gmail.com.

Doors

After your event, please ensure that all doors are locked, including the patio doors.