

DOLAU COMMUNITY HALL

Hire Charges (from 1st November 2013)

Hire of Main Hall	£ 7.00 / hour
e.g. Children's Birthday Party	£14.00
Concert / fundraising event	£28.00
Evening Meeting	£14.00
Hire of the Committee Room	£ 3.50 / hour
Party, Disco etc (with Committee Room & Kitchen)	£60.00*
Elections and Weddings	£150.00*

The Hall is also available for other events – please contact the booking secretary to discuss.

Exemptions

Quiz Nights ~ free providing DRA retain bar profits

Community Council ~ meetings free whilst precept arrangement continues

Friends of Dolau School (FODS) ~ one free event per term allowed outside school hours

Dolau Young Farmers Club & Dolau Youth Club ~ regular weekly meetings free, additional use of hall charged as above

School Use ~ free of charge from 8am to 4.30pm

NB. Charges marked with an asterix (*) are subject to an additional £40.00 deposit, payable in advance, which is returnable in whole or part dependent upon the condition the Hall is left in.

Any function requiring a bar will require six suitable stewards who will be responsible for ensuring good behaviour. Please supply list of names with this form if applicable

Equipment Hire Charges

<u>Item</u>	<u>Charge per day</u>	<u>Item</u>	<u>Charge per day</u>
Piano	£40	Crockery	15p / item
Tables	£1.50 / table	Cutlery	5p / item
Chairs	15p / chair	Tea Urn	£7.00
Staging	50p / box or unit	Flasks	£1.50 / flask
Glasses	£3.50 / box		

A minimum charge of £5 will be made for small amounts of equipment.

Hirers are responsible for cleaning items before returning and making good any damage incurred.

Hirers must make arrangements with Julie Hardwick for removal / return of items.

BOOKING SECRETARY :

Julie Hardwick, School House, Dolau, Llandrindod Wells, Powys LD1 5TW

Tel: 07949799386 or evenings only 01597 851256

DOLAU COMMUNITY HALL

BOOKING FORM

Name of applicant Phone No:

Address

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Organisation

Position of applicant in organisation

Day, date and time of function

Purpose of booking

I enclose the fee £ plus deposit £ (please note that the fee must be paid in full before the booking can be confirmed). Charges listed overleaf include the use of staging, crockery etc.

CONDITIONS OF HIRE

Application for hire of the Hall must be made in writing on the approved form to the booking secretary (address overleaf) who will confirm it upon receipt of the full fee and deposit, assuming availability.

The Community Hall Committee reserves the right to refuse any bookings and to refuse admission to any person(s).

If a booking is cancelled less than 14 days from the date booked, Dolau Community Hall Committee requires the hirer to pay the full fee.

Damages or breakages must be reported immediately to the booking secretary. The cost of repair or replacement will be charged to the hirer unless deemed fair wear and tear.

All areas of the Hall are designated NO SMOKING and the hirer is responsible for ensuring that this policy is adhered to.

Certain functions (see charge list overleaf) are subject to a deposit in addition to the hire fee. This will be forfeited if the Hall is not left in a good state of cleanliness and tidiness.

The Hall Committee expects all hirers to leave the Hall as found. The Hall Committee reserves the right to levy additional charges and/or refuse further bookings if this condition is not adhered to.

Declaration of hirer

I have read and agree to be bound by the above conditions and the charges set out overleaf.

Signed Date