

HOW TO BOOK THE DUNTISBOURNE ABBOTS VILLAGE HALL

All of the following documents and information are available to download on our website which can be found at www.e-voice.org.uk/davh Alternately paper copies are either posted on the DAVH Notice Board or are contained in the DAVH 'Hire Pack' - Hire Packs are available from the Village Hall (found in the box located in the porch).

Before making a decision to hire:

Please read both our **Booking Form & Hire Agreement** and the **Standard Terms & Conditions of Hire** which forms an integral Annex to the Booking Form & Hire Agreement. Please also read our important **Safety Information for Hirers** information sheet**.** For details of hire fees there is a further **Hire Fees** information sheet available for your use which is also published on the DAVH Notice Board.

You can check the availability of the Duntisbourne Abbots Village Hall (DAVH) and/or its equipment by contacting the Bookings Secretary. For more specific information about the Hall, its facilities and equipment please contact the Booking Secretary or any member of the Management Committee.

To book the Duntisbourne Abbots Village Hall please:

(1) Negotiate a date, time, facilities required and fee with the Booking Secretary – please contact the Booking Secretary by phone (01285 821105) between 18:00 hours and 20:00 hours. The purpose of hire **must** be declared in full at this point. If the Booking Secretary is unavailable then please contact another member of the Management Committee.

(2) Once agreed with the Booking Secretary your booking will be provisionally entered in the DAVH diary.

(3) Obtain a copy of the Booking Form & Hire Agreement – hard copies are available in the white wooden box located in the Village Hall whilst electronic copies can be downloaded from the DAVH website – www.e-voice.org.uk/davh

(4) You should also read the DAVH Standard Terms & Conditions of Hire and the Safety Information for Hirers information Sheet - acceptance of both is a condition of hire. Both documents are displayed on the DAVH Notice Board (Front Porch) and are also available on the DAVH website – www.e-voice.org.uk/davh

(4) Complete and sign the Booking Form & Hire Agreement and place it, together with a cheque in respect of full payment of the booking fee (made payable to the 'Duntisbourne Abbots Village Hall'), in the Post Box located in the Village Hall Porch. Non-Resident Hirers are further required to provide a £250 refundable deposit[1] – this is also payable in full at the time of booking. Local Residents and Regular Users may also (exceptionally) be required to pay a deposit – if requested, this too is to be paid in full at the time of booking.

(5) Please note that you must return the signed Booking Form & Hire Agreement together with full payment (plus any deposit due) within 7 days of your booking being provisionally accepted otherwise your reservation will become null and void by default and without further reference.

(6) On receipt of your signed Booking Form & Hire Agreement and full payment your booking will be confirmed.

Notes about bookings:

- Please note that you must speak to the Booking Secretary before a provisional booking can be accepted and your booking is not confirmed until you return a signed Booking Form & Hire Agreement together with full payment of the booking fee and any deposit required/requested. In respect of 'Non-Resident' it should be noted the booking deposit will be banked and any returnable deposit will be refunded within 21 days after your event.

- For certain types of events the DAVH Management Committee reserves the right to impose additional event management restrictions and criteria.

- Please note that hirers are expected to leave the DAVH and equipment in the condition they found them. Please also ensure you leave enough time and manpower at the beginning of your period of hire to arrange the Hall as you want it and also (especially) to clean and put the furniture away (in the designated storage areas) afterwards and return the Hall to the condition in which you found it.

- Finally, please note that Emergency Services and members of the DAVH Management Committee have the right to enter the Village Hall without hindrance at ALL times.

Duntisbourne Abbots Village Hall Management Committee of Trustees (Registered Charity Number: 301522)
V1.1 April 2014

[1] In consultation with other Management Committee Members, the Booking Secretary may in exceptional circumstances have some limited discretion in respect of the level at which a deposit is set.