

**The Village Club, Strathblane**  
**Booking Request Form - Party / Event**

***Before booking for a party or event please note our required regulations (no 6) re noise control.***

Name

Address

Phone number

Email

Type of Event / Numbers expected etc?

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**Date of hire**

**Times required** (See note below re set up)

Would you like to include hire of –

**Cream table cloths?** Yes / No (Charged per cloth **but minimum cost** = £40 to cover laundry)

**Battery candles?** Yes / No (£10 for battery fund)

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**Event Charges**

**Standard venue hire costs –** (See T&Cs note 5 set up and note 4 cleaning fee)

**Set up (\*)**                    **£12 per hour**

**Function**                    **£18 per hour**

**Clear up (\*)**                **£12 per hour**

(\*) Local residents – Set up + Clear up = 1hr immediately before and 1 hr immediately after booking times, included free of charge.

- ***I have read and understand the Terms & Conditions of Hire.  
I agree to follow the rules re noise restrictions as per point 6 - T&Cs***

**Signature -**

**Date –**

Please return completed form to booking secretary [strathblanevc@gmail.com](mailto:strathblanevc@gmail.com)  
(Scan + email or post through back door of Village Club)

***Please note - All booking requests are considered by the VC committee and will only be confirmed once you have received a reply from the booking secretary.***

We very occasionally send updates and info to our V Club users. (No spam!)

Please tick here if you do not wish to be on our mailing list

# The Village Club Strathblane – Terms & Conditions of Hire

1. **The Hirer** shall not sub-let or use the premises for any unlawful or unauthorised purpose, or carry out any activities that might render ineffective the insurance policies covering the premises or persons using them. The hirer must be at least 18 years of age and is responsible for -
  - o Supervision of the premises, the fabric and the contents, and for the behaviour of all persons using the premises.
  - o Obtaining any appropriate licences for planned activities e.g. sale of alcohol on the premises.
  - o Observing the fire regulations within the building.
2. **Car Parking**

Please be aware that car parking facilities are limited, with one disabled space provided. Do not obstruct the main Glasgow Road or neighbouring properties. The booking secretary will be able to advise you of nearby parking options.
3. **Cancellation arrangements / fees (see note 11 re wedding bookings)**

**Regular bookings**  
If you have a regular booking but are cancelling a particular date, please inform the booking secretary at least 2 weeks in advance. This allows us to accept another booking request for that date and also manage the heating more economically. In exceptional circumstances we may ask our regular groups to be flexible and accommodate a special event. This would be requested well in advance.

**Cancellation Fees (Reg bookings)**  
Cancellations made 2 weeks or less from hire date will be charged 50% of hire fee.  
1 week or less from hire date will be charged 100% of hire fee.
4. **Cleaning fee**

Brushes, mops etc are provided in the kitchen cleaning cupboard. The club will be inspected after your event and if the facilities are left in a clean and acceptable condition, our invoice for any additional cleaning hours (max £36) will be waived.
5. **Setting up and clearing**

Arrangements for setting up and clearing after an event will be made on an individual basis. For large functions requiring longer access pre and post event, arrangements / costs will be discussed at time of booking.
6. **Music and loud noise -**

Please be considerate of the residents who live close to the hall, especially when vacating premises. **All music must stop by 23.45 and premises vacated by 01.00**  
There is a noise monitor fitted within the venue. Please do not leave the fire door or windows facing car park open. Police will be contacted if noise levels are excessive.
7. **Decorating the hall**

Please take care with decorations. i.e. do not use sellotape and blu-tack on painted or varnished surfaces as this will lift the paint. Use of the tall ladder by hall users, is at their own risk.
8. **Damage or breakages**

We understand that accidents can happen, but any breakages or damage to the property must be reported and will be charged for accordingly.
9. **Sharing facilities**

If booking only one area of the Club (e.g. reading room) you may need to share facilities i.e. car park kitchen and toilets with other users.
10. **Force Majeure**

If due to circumstances beyond our control, (e.g. structural damage) the club has to cancel your booking, a full refund of any deposits will be made. We will not be responsible for any other costs or loss.

Cont. –

**11. Additional information for wedding bookings / large events.**

Cancellations made 8 weeks or less prior to event will be charged 50% of total hire fee.

4 weeks or less prior to event will be charged 100% of total hire fee.

A deposit of £100 is required to secure booking.

Final invoice will be sent 4 weeks prior to event date.

**12. Public liability insurance**

The Club holds general public liability insurance however if you are organising regular classes as a professional business, it is your responsibility to ensure that you have adequate cover.