

The Village Club, Strathblane
Booking Request Form - Full Day Events/Weddings

Please ensure that you have read the attached Terms and Conditions before returning the booking form. Completion of this form will be taken as your acceptance of the terms of hire.

Name

Address

Phone number

Email

Date of Event/Type of Event / Numbers expected etc?

The cost for an all-day event is £750

This includes

- Access for set up from midday - day before event
- Full use of hall from 8am – Midnight on day of event
- Access for clear up until midday – day following event (See note 4 re cleaning fee)

Additional time for set up and clear away can be arranged at a further £12.00 per hour. Please note that the club is in use regularly throughout the week, starting at 9am on Monday, so if you are in any doubt that you will have cleared the space in time please arrange for additional hire in advance.

Would you like to include hire of –

Cream table cloths? Yes / No (£40 to cover laundry)

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

Event Charges

I have read and understand the Terms & Conditions of Hire.

Signature -

Date –

Please return completed form to booking secretary 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 -
 - Supervision of the premises, the fabric and the contents, and for the behaviour of all persons using the premises.
 - Obtaining any appropriate licences for planned activities e.g. sale of alcohol on the premises.
 - Ensuring they are appropriately insured for any activities carried out in the hall, and that any equipment hired for use (eg bouncy castles/sound equipment etc) are similarly insured.
 - 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**
Regular Bookings
If you have a regular booking but are cancelling a particular date, please inform the booking secretary at least 48 hours in advance. This allows us to 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.
Parties/Bookings: longer than 1 hour
If you need to cancel or request an amended date for your event, please do so at least 2 weeks before your booking, via the booking secretary. This allows us to accept another booking request for that date and also manage the heating more economically. 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.
Wedding Bookings / Large Events.
Cancellations made 8 weeks or less prior to event will be charged 50% of total hire.
Cancellations 4 weeks or less prior to event will be charged 100% of total hire fee.
A deposit of £100 is required to secure booking, and a final invoice will be sent 4 weeks prior to the event date.
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 (£70.00) will be waived.
5. **Setting Up and Clearing Away**
Arrangements for setting up and clearing time 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. Please note, in busy periods this space may have multiple users per day, therefore it should not be assumed that additional time can be taken, if not previously agreed.
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, and the hirer will be held responsible for any complaints received.

Continued-

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 any ladder by hall users, is at their own risk. All decorations including balloons must be removed before the end of arranged and paid clean up time.

8. Candles / Naked flames

You may not use candles or cause to be introduced any other form of naked flame (we have artificial, battery powered, candles are available for hire). Children's birthday cakes with candles can be permitted by special arrangement if discussed at time of booking.

9. Smoke Machines and Similar

These are not permitted as they do set off the fire alarm and the fire service will automatically attend, causing both financial and reputational cost.

10. Electric Extension Cables/Multi-point Adapters

These are not permitted in the building unless fitted with a 3 amp fuse (minimum)

11. Lone Use

If you are in the building on your own (eg during set-up or clean-up) you must read in advance and follow our Lone User Policy (see website)

12. 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.

13. Sharing Facilities

If booking only one area of the Club (e.g. the Reading Room) you may need to share facilities i.e. car park and toilets with other users. You can only use the kitchen if you have booked it.

14. 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.