



## **PATHHEAD VILLAGE HALL BOOKING REQUEST FORM**

Date required \_\_\_\_/\_\_\_\_/\_\_\_\_ Day of the week \_\_\_\_\_ Hours from \_\_\_\_\_ to \_\_\_\_\_  
(Minimum booking – 1 hour. Hirers have 30 mins free to set up/ clear up time either side of the let)

Name of Hirer (as on cheque) \_\_\_\_\_ Tel No \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Purpose of Hire \_\_\_\_\_

**A pre-paid deposit will be required for hire of the hall for parties for people aged between 12 and 25 years old. Accepting these bookings is at the committee's discretion.**

### **COST OF HIRE/PAYMENT**

#### **Regular Users –**

Hall (per hour) £12

Hall & Day Room (per hour)- £13

Concessions (childrens groups) £9.75

#### **Ad hoc usage –**

Hall (per hour) - £14

Hall & Day Room (per hour) - £15

Day Room only - £5

Concessions hall & kitchen (childrens groups) - £14.00

A licensed bar can be provided, at request, by Pathhead Sports and Social Club.

Hall booking	Yes/ No
Day room booking	Yes/ No
Kitchen use	Yes/ No

**Total amount:**                    £ \_\_\_\_\_

(The hire fee will only be returned if cancellation is made 4 weeks prior to the date required.)

**Provided that the Hall is left in a clean and tidy state and no damage or nuisance has been caused the committee will hire the hall to you again.**

### **DECLARATION**

I have read and agree to abide by the Conditions of Hire, operating instructions and emergency procedures.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Send this form to: Pathhead Village Hall, 11 Main Street, Pathhead, EH37 5PZ or contact Jackie on 07840 356567 or via email on [pdcabookings@gmail.com](mailto:pdcabookings@gmail.com)

**NB: The booking is NOT confirmed until you receive a confirmation email**

**Please ensure you read the conditions of hire prior to hall use.**

## **EMERGENCY PROCEDURES**

**If you discover a Fire** (No matter how small)

1. Immediately raise the alarm by pushing the fire alarm button or smashing the glass
2. Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble on the near side of Pathhead Main Street. Do not cross the A68.
3. Take with you a register of attendees.
4. Shut internal fire doors as you leave the building.
5. Telephone the emergency services
6. Once you are sure everyone is safely out of the building shut all external doors.
7. Ensure there is a clear access at the front of the building for the emergency vehicles.

## **First Aid/Accidents**

There is a first aid box in the kitchen. Any accidents should be reported to a member of Pathhead Village Hall committee at the earliest opportunity in order for the accident book to be completed. If there is an incident of any kind a member of the village hall committee must be informed as soon as possible.

## **FIRE PRECAUTIONS**

**NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS (PARTICULARLY DECORATIONS) ARE ALLOWED IN THE HALL.**

**NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL**

You should point out the location of the fire exits to your guests/other users of the hall before any event begins.

Emergency exit signs must be switched on at all times.

You must ensure that fire exits in are not blocked or obstructed at any time both inside and outside the hall. In bad weather conditions this includes ensuring fire exits are not blocked by snow/ ice.

## **ELECTRICAL EQUIPMENT**

Any electrical equipment bought into the hall must be in good condition and used in a safe manner

Do not attempt to use or repair damaged or faulty Village Hall equipment. Report all faults to the Maintenance Officer (contact details can be found on the notice board and on our website).

Flexible cables should be positioned and protected that they do not constitute a tripping hazard.

## **NOISE**

If possible, please keep windows and the entrance doors closed when music is being played.

Fire exits must be kept closed at all times.

Please keep noise levels down outside the hall e.g. in the Main Street particularly during and at the end of functions.

## **GENERAL**

Mop up spills on the floor as soon as possible with the mop provided (in the cupboard in the kitchen area)

Please tidy the hall and kitchen at the end of your hire and take away any rubbish in the bin bags provided.

Report any equipment failure or damage to the Maintenance Officer as soon as possible

## **WHEN YOU HAVE FINISHED**

Stack all chairs neatly in the hall and clean then fold any tables that you have used.

Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the broom cupboard in the kitchen area).

Ensure that the work surfaces, oven and fridges are left clean.

### **LEAVING**

Switch off all lights, switch off water heater (pull cord by the hatch) in the kitchen.

Ensure all windows are closed and please shut the door. A committee member or a member of bar staff will lock the doors.

## **INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL**

### **WATER HEATERS**

There is a pull cord for hot water in the kitchen next to the hatch. Please remember to switch off afterwards.

### **HEATING**

The heating will be turned on for your arrival. The timer and controls are located on the stage to the left hand side. We ask that hall users avoid interfering with the heating settings if possible. However, if you require to turn the heating on or off there are clear instructions next to the control panel.

### **EQUIPMENT BREAKDOWN**

If any equipment stops working, please report to the Maintenance Officer as soon as possible.

### **LIGHTING**

The main light switch for the hall is to the left as you enter the main hall area. Additional switches are located on the stage to the far left hand side by the fuse boxes and heating controls.

*Please familiarise yourself with these instructions prior to the start of the hire period. A member of the committee can meet you at the hall on request to explain the operational procedures.*

**Maintenance officers - Neil Dumbleton - 01875 320564/ Jackie McNairn –  
07840356567**

**Project Manager – Lisa Archibald - 07974003252**