

SAWLEY COMMUNITY ASSOCIATION

Charity Number: 1069982

Sawley Memorial Hall And Community Centre

Address: Draycott Road, Sawley, Nottingham NG10 3FR

Booking Secretary: Mrs P Smeed

19 Firs Street, Sawley

Long Eaton, Nottingham

NG10 3BD

Tel: 0115 9736224

TERMS & CONDITIONS OF HIRE

To Hire The Hall E-mail: bookings@sawley.info or: pam_smeed@yahoo.co.uk

The hall is available for hire for parties, discos, meetings etc. provided it is not already in use.

The hall capacity is 150 persons (max. 120 if seated).

A Booking Form must be completed and returned to the booking Secretary.

A 25% deposit is required to secure the booking (this is non-refundable in the event of a cancellation).

Deposit can be paid by cash or cheque payable to 'Sawley Community Association'.

On the day of the booking our Caretaker will meet you at the hall and show you where everything is. He/she will also come back at the end of your event to lock up.

The balance of the booking fee should be paid to the caretaker on the day.

If you experience any problems on the day please call our emergency mobile number:

07591 694407. Please Do Not use this number for bookings or routine enquiries.

Fees

Current Fees are shown on the Sawley Community Association website under "Hiring", or can be obtained from the bookings secretary - see above.

Fees include use of our kitchen facilities.

Bar facilities are available by negotiation and payment of the appropriate additional fee although the bar licence must be obtained by the hirer.

Normally when the hall is hired the stage curtains are closed. If the use of the stage is required (e.g. for a disco) then notification must be given at the time of the booking. We ask that no children be allowed on or back stage.

The standard lighting on stage is a fluorescent strip. A full stage lighting system is available for hire at extra cost. A separate Stage Lighting Form must be completed if required.

All rubbish must be removed from the premises at the end of your event. We ask hirers to please leave the hall as clean and tidy as they find it. Please do not use Helium Balloons in the Hall as these interfere with the ceiling fans.

The completed Booking Form and 25% deposit should be sent to:

Mrs P Smeed

Booking Secretary

Sawley Community Association

19 Firs Street

Sawley, Nottingham

NG10 3BD

For any queries relating to bookings please call the Booking Secretary on 0115 9736224 or E-mail -<mailto:Bookings@sawley.info> or mailto:pam_smeed@yahoo.co.uk