

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
Nottingham
NG10 3BD
Tel: 0115 9736224
E-mail: bookings@sawley.info

TERMS & CONDITIONS OF HIRE

The Hall is available for hire for parties, discos, meetings etc. provided it is not already in use, and has a capacity of 150 persons (max. 120 if seated). Fees include use of our kitchen facilities.

Current fees and availability can be obtained from the Bookings Secretary (e-mail bookings@sawley.info or by phone 0115 9736224).

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

The stage curtains will be closed during normal use. However, if the use of the stage is required (e.g. for a disco) then notification must be given at the time of the booking.

Children are not allowed on or behind the stage.

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

On the day of the booking you will be met at the Hall by a keyholder and be shown where everything is. The balance of any booking fee due should be paid to the keyholder on the day by cash or cheque or BACS payments in advance by arrangement. The Hall cannot be used if full payment has not been made. The keyholder will return at the end of your event to lock up.

All rubbish must be removed from the premises at the end of your event.

All hirers shall 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.

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.

Booking

Once availability and fees have been agreed with the Booking Secretary a Booking Form must be completed and returned to the Booking Secretary. This can be done on line via the website or by downloading a hard copy from the website and returning it via the post.

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

The deposit can be paid by BACS, cheque (payable to 'Sawley Community Association') or cash.

Postal address for Bookings Secretary:

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 Bookings@sawley.info

Form - SCA 4