Sydling St Nicholas Village Hall

BOOKING FORM FOR RESIDENTS & REGULAR USERS (From October 2019)

(either download ,print, complete the form by hand and return to SVH, or complete the form using Microsoft Word, Apple Pages, or equivalent, and return by email)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | Event: | |  | | |
| Address: |  | | | | | | | | |
| Telephone: | |  | | Email: | |  | | | |
| Day & Date: | |  | | Approximate Number Attending**:** | | | | |  |
| Start Time:  (to include setting-up time) | | |  | Finish Time:  (to include clearing-up time) | | | |  | |

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|  | Costs & Facilities | | | |
| Hiring Request | **Charge** | **Hours** | **Cost £** | **Facilities** |
| Meeting Room (up to 30) | £5.50/hour |  |  | Sink and electric kettle for tea/coffee making |
| Main Hall (up to 100 sitting) | £9.00/hour |  |  | Exclusive use of stage & kitchen**1** |
| Whole Building & grounds | £13.00/hour |  |  | Exclusive use of stage, kitchen & grounds**1** |

1An extra £10 is charged for heavy use of the cooker

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| **Special Packages for Events, Parties and Weddings** | | |
| 3½ day Wedding Package - £400 |  | Exclusive use of grounds and whole building from 2 days before the event & until noon on the following day (i.e. a 3½ day package). Extra hours at an hourly rate of £13**.** |
| Large Events & Party Package - £150 |  | Exclusive use of grounds and whole building on day of the event or party & until noon on the following day (i.e. a 1½ day package). Extra hours at an hourly of £13. |
| Cost of Marquee - £150 |  | The marquee is only available when hiring the hall for one of the above packages |

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| **Hire of tables, chairs, crockery & cutlery items for private use in Sydling** | | | | |
| **Item** | **Charge** | **Qty.** | **Cost £** | **Conditions** |
| Large Table | £2.50 each |  |  | To be collected from the hall and returned in a clean and undamaged condition. **Any damage or breakages to be reported**. |
| Small Table | £1.50 each |  |  |
| Chairs | £0.50 each |  |  |
| Plates/cups/bowls/cutlery | £1.00/12 items |  |  |
|  | **TOTAL** | |  |  |

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| --- | --- |
| **I have read, understood and agree to abide by the Terms & Conditions of Hire** | |
| Signature: | Date: |

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| For Special Packages a 50% deposit is required at the time of booking and a £1502 damage & cleaning deposit 6 weeks before the event. The 50% balance to be paid within 14 days of the event or on receipt of an invoice.  2A damage deposit of more than £150 may be required for weddings or larger events and will be at the discretion of the booking secretary. The deposit is refundable if no damage done or cleaning required | **Normal Hire Payment** (For a hire charge of up to £40+ please pay in full at the time of booking and pay the balance later – see Terms & Conditions.) | | **Cash** | **Cheque** | **BACS** |
|  |  |  |
| Pay by cash, cheque made out to Sydling Village Hall or by BACS: Barclays Bank Plc; Account Name - Sydling Village Hall;  Account Number - 70851531; Sort Code - 20-26-62 | **Special Packages** | 50% deposit |  |  |  |
| Sydling Village Hall, Sydling St Nicholas,  Dorchester, Dorset, DT2 9NX | Damage & cleaning dep. |  |  |  |

When making a booking please carefully read the attached general terms and conditions  
to ensure you are fully conversant with all the requirements.