Sydling St Nicholas Village Hall

BOOKING FORM FOR NON-RESIDENTS rom July 2023)

(either download ,print, complete the form 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) | £7.00/hour |  |  | Sink and electric kettle for tea/coffee making |
| Main Hall (up to 100 sitting) | £12.00/hour |  |  | Use of kettle, sink and crockery in kitchen |
| Whole Building & grounds\* | £17.00/hour |  |  | Exclusive use of stage, all kitchen facilities & grounds |

\*Including parties and children’s events

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| **Special Events, Party and Wedding Packages** |
| Weekend Wedding Package - £700 |  | Exclusive use of grounds and whole building from 3 pm Thursday until 3pm Sunday. |
| Large Events &Party Package - £250 |  | Exclusive use of grounds and whole building on day of the event or party & until noon on the following day (ie a 1½ day package).  |
| Cost of Marquee - £200 |  | The marquee is only available when hiring the hall for one of the above packages. |
| NOTE: For special events, any charge for the use of multiple sets of crockery and cutlery is at the discretion of the booking clerk |
| **TOTAL** |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For Special Packages a 50% deposit is required at the time of booking and a £1501 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.1A damage deposit of more than £150 may be required for weddings or larger events and will be at the discretion of the booking clerk. 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 iaw the 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 Terms and Conditions
to ensure you are fully conversant with all the requirements.