Sydling St Nicholas Village Hall

BOOKING FORM FOR RESIDENTS & REGULAR USERS (From 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 (including setting-up) | | |  | Finish Time: (to include clearing-up time) | | | |  |

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|  | Costs & Facilities for residents and regular users | | | |
| Hiring Request | **Charge** | **Hours** | **Cost £** | **Facilities** |
| Meeting Room (up to 30) | £6.00/hour |  |  | Sink and electric kettle for tea/coffee making |
| Main Hall (up to 100 sitting) | £10.00/hour |  |  | Use of kettle, sink & crockery in kitchen |
| Whole Building & grounds | £15.00/hour |  |  | Exclusive use of stage, all kitchen facilities & grounds**1** |

1For events, including children’s parties, hire whole building

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| Resident’s rates for special Events, Parties & Weddings (see NOTE below re crockery etc) | | |
| Weekend Wedding Package - £450 |  | Exclusive use of grounds and whole building from 3pm Thursday to 3pm Sunday |
| Large Events & Party Package - £180 |  | 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 - £150 |  | The marquee is only available when hiring the hall for one of the above packages |
| **TOTAL** |  | NOTE: For special events any charge for the use of multiple sets of crockery and cutlery is at the discretion of the booking clerk |

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| Resident’s rates for hire of tables & chairs, for private use | | | | |
| **Item** | **Charge** | **Qty.** | **Cost £** | **Conditions** |
| Large Table | £5.00 each |  |  | To be collected from the hall and returned in a clean and undamaged condition. **Any damage or breakages to be reported**. |
| Small Table | £2.50 each |  |  |
| Chairs (plastic& metal framed) | £1.50 each |  |  |
| **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 £150 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.  A 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 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 | £150 damage & cleaning deposit |  |  |  |

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