



Cheswardine Parish Hall

Charity No 522487

Booking form.

Personal information:

Name	
Address	
Phone number	
Email address	

Where did you hear about us?

Internet search engine

Word of mouth

Website

Facebook

Other



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Hire requirements and cost:

Area of the hall	Cost per hour	
Main hall	£18	
The main hall must be hired for an event, the minimum hire time is 5 hours. Other rooms are optional and are as follows:		
Back room	£5	
Conservatory and decking	£5	
Stage	£5	
Kitchen	£5	
Whole hall	Discounted rate of £35	
Multi-day function:		
The main day	£420	
Extra day	£100	
Three day event	£620	
Further information:		
Will Alcohol be Consumed if YES please see note (1) below		
Are you using outside caterers		
Additional equipment required. (fridges, freezers etc.)	Price per hour to be confirmed depending on the requirements of the hirer.	

The maximum occupancy - 150.

Note (1) It is the policy of the Charity that alcohol consumed on the premises will be provided by the Hall Bar and please note that corkage or other charges may also apply.



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The event:

Date of event	
Type of event	
Start time	
Finish time (max 12am)	
Do they require extra cleaning up time?	

- A non-refundable deposit of 50% along with a booking fee of £30 will be taken to reserve the required date/dates.
- The remaining balance must be paid 12 weeks before the event, along with a £100 security deposit. The security deposit is refundable after the event, providing the hall is left in a suitable condition with no damage or losses made to the premises or contents.



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Confirming a booking.

After your visit to Cheswardine Parish Hall, should you wish to continue with your booking, please contact Caroline Pound on 07932231233 or parishhall.cheswardine@gmail.com.

At the point of booking, a non-refundable deposit of 50% along with the booking fee of £30 will be taken. The remaining 50% of the hiring fee plus the £100 security deposit (refundable upon the Parish Hall being left in a suitable condition) is payable 12 weeks before the date of the hire.

All payments to be made to:

Cheswardine Parish Hall -

- Account: 91886783
- Sort Code: 01 05 48

Please use your surname and date of event as reference.

No booking should be considered confirmed until agreed arrangements are made with the Bar Staff regarding the consumption of alcohol on the premises. These arrangements will vary depending upon the nature of your event."

All hirers are required to read and sign the standard conditions of hire and fire regulation document. Upon signing this agreement the hirer enters into a legal contract with the Cheswardine Parish Hall board of management (BOM). The hirer is then responsible for the safety of everyone in attendance plus any equipment brought onto site. Furthermore, this contract could be used as evidence in the unlikely event of legal action.

In consideration of the hire fee, Cheswardine Parish Hall agrees to permit the hirer to use the Hall for the purpose described on this form.

- The hirer agrees not to exceed the maximum permitted number of people including the organisers/performers which is 150.



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- The Hirer agrees to be present during the hiring and to comply fully with this Hire Agreement.
- Please return both forms (Complete booking form, conditions of hire and fire Safety) (Responsibilities of those hiring the Hall in regards to The Regulatory Reform Order (Fire Safety) 2005) to parishhall.cheswardine@gmail.com FAO: Caroline Pound

Signed and dated by the hirer:

Signature	
Printed name	
Date	

Please leave the Hall clean and tidy; ensuring that you follow the locking up check lists located on the Parish Hall notice board in the foyer.

All car parked at the Parish Hall do so at their own risk and please ensure your guests park responsibly, not blocking the pavement outside or the fire exits, and ensuring access at all times for emergency vehicles.

All users of the hall must vacate the premises, quietly, by midnight with the sale of alcohol stopping at 11pm Monday to Saturday and 10pm on a Sunday.

Should you have any further question, please contact the booking Clerk : Caroline Pound parishhall.cheswardine@gmail.com 07932231233

Advisory note – Cheswardine Community shop is located at the side of the Parish Hall, the opening times are Monday – Sunday 8.30am-11am and Friday 2pm-4pm