

Booking Form – Commercial Rates

Viscountess Barrington’s Memorial Hall Trust

To book the Hall please call Trudi on [783630](tel:783630) or e-mail hallbookings@shrivenham.org

Please complete and sign form, and return with minimum 25% non-refundable deposit to confirm your booking as provisional bookings will only be held for 2 weeks to Memorial Hall, Highworth Road, SHRIVENHAM, SN6 8BL
(Cheques made out to Viscountess Barrington Trust)

CONTACT DETAILS

**Day/Date of Event:				Booking Ref	
Name of Contact:					
Invoice Address:					
Post Code:					
Organisation					
Contact Tel No.					
Type of function:					
Set up From:		To:			hrs
Event From::		To:			hrs
Clear up From:		To:			hrs
Sale of Alcohol:	YES/NO		(**see note overleaf)		
Name of responsible person for pay bar					

ROOMS REQUIRED

ROOMS	Cost /Hour	Hrs	Amt
LARGE HALL (inc. Tables & Chairs)	£25.00		£
VIC DAY HALL (inc. Tables & Chairs)	£15.00		£
BARRINGTON ROOM/SMALL KITCHEN	£15.00		£
	Sub Total		£
Set up/Clear down times	at 50%		£
	TOTAL A		£

**** If your booking coincides with a Cricket Fixture, users should be aware that the Loggia, Barrington Room/Small Kitchen will be unavailable. The Cricketers will also be sharing the male toilet facilities until approximately 8.00pm.**

ADDITIONAL ITEMS

ITEMS	COST	Hrs	Amt
Tablecloths (round or rec.)	Contact Trudi 783630 for costs		
Table Lights dbl tea-light holders	(No tea-lights) Each holder £1.00		£
Use of Music Keyboard	Per session £20.00		£
Theatre Lights	Per Performance £24.00		£
Use of Cooker in Large Kitchen	£50 returnable deposit		£
Microphone for PA System	£50 returnable deposit		£
	TOTAL B		£
Cutlery & Crockery Hire	Amnesty Int. 01367 240929		

	Total	THE TRUST REQUIRES A 25% <u>NON-RETURNABLE</u> BOOKING DEPOSIT TO SECURE THE BOOKING AND A <u>DAMAGE/CLEANING RETURNABLE</u> DEPOSIT OF £100 TO BE PAID AT THE SAME TIME AS THE FINAL INVOICE FOR PARTIES ETC.
Rooms Total A	£	
Add. Items Total B	£	
- 10% Disc. parishioners	£	
Grand TOTAL	£	

DEPOSIT 25%	£	Deposit Inv. No.		Date paid	
BALANCE	£	Balance Inv. No.		Date paid	

Signed by Hirer	By signing this form you agree to abide by the full Terms and Conditions (enclosed)
Confirmed by VBT	

THERE IS NO SMOKING IN ANY PART OF THE HALL

Wheelchair friendly with two allocated Disabled Parking spaces & hearing loop.

- ****The Hall is licensed for the sale of alcohol. The consent of the Trust must be obtained prior to the event and a designated premises supervisor agreed. The Hall is licensed to sell alcohol and to play music up to Midnight.**
- **Parking** - The Hirer and all visitors must use the car park to the side of the Hall.
- **Bouncy Castles** – Hirers need to arrange their own Public Liability Insurance.

NO PARKING is allowed on the road outside the Hall. Loading and unloading is allowed from the Car Park but access to the rear of the hall is with prior arrangement with the caretaker. There is an overflow car park in Martens Road.

The Trustees reserve the right to refuse the letting of the Hall or to cancel a booking, the Hirer being responsible for any loss incurred consequent on such action. Any deposit or charges paid will be returned in such cases.

CONDITIONS OF LETTING and SAFETY ADVICE MUST BE SIGNED AND RETURNED WITH THE BOOKING FORM

Apr 2010