

# VERA FLETCHER HALL

4 Embercourt Road, Thames Ditton, KT7 0LQ

## **Booking Form - Childrens' Party**

Date Required:	Function:
Start Time, inc set up time:	Finish Time, inc clearing up time:

Name: .....

Address .....

.....Post Code .....

Tel. Home.....Mobile.....

Email address.....

### **Facilities Required**

	Hire Costs		Amounts to be invoiced
Hire of Hall ONLY - No. of Hours    Hrs	£20.00/hr		£
Hire of Servery ONLY (no china etc)	£10.00		£
Hire of Kitchen / Servery with China & Cutlery	£90.00		£
Caretaker req'd to set up Tables and Chairs, clear away Tables & Chairs (or do yourself)	<u>Weekday</u> £24.00	<u>Weekend</u> £32.00	£
Cleaner Req'd to CLEAN UP AFTER EVENT ONLY, per hour (or you can do yourself)	£12.00	£15.00	£
	<b>TOTAL COST</b>		=====
			£
			=====
Please pay in full or send £50 or 10% deposit with booking form whichever is greater please			£

**ALL RUBBISH CREATED MUST BE REMOVED BY HIRER AT THE END OF HIRE PERIOD AS THERE IS NO BIN SPACE AT THE HALL. PLEASE PROVIDE PLASTIC SACKS. NO SELLOTAPE OR BLUE TAC MAY BE USED ON THE WALLS AS THIS REMOVES EMULSION PAINT AND NECESSITATES EARLY REDECORATION**

I/We hereby agree to abide by the conditions of the Hall hire as detailed in the Conditions of Hire overleaf. We expect to have approx ..... number of guests at the event.

Signed ..... Date .....

Please make cheques payable to THE VERA FLETCHER HALL ASSOCIATION and return to:  
 Mrs Fiona Evers, 4 Embercourt Road, Thames Ditton, Surrey KT7 0LQ. Tel: 08456 528529, weekdays 9am to 5pm. Email: [hiring@verafletcherhall.co.uk](mailto:hiring@verafletcherhall.co.uk)