

VERA FLETCHER HALL

4 Embercourt Road, Thames Ditton, KT7 0LQ

Booking Form – General Hire

Date Required:	Function:
Start Time, inc set up time:	Finish Time, inc clearing up time: <small>(Evening bookings - Music must end by 11.30 pm and Hall empty by midnight)</small>

Name:.....

Address:.....

.....Post code

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

Email Address.....

Facilities Required

		Hire Costs		Amounts to be invoiced
Hire of Hall ONLY –				
a) No. Of Hours x £20.00 per hour	Hrs.	£		£
b) Saturday hire rate from 6.30pm		£175.00		£
Hire of Green Room ONLY-				
No. of hours x £8.00 per hour	Hrs.	£		£
Hire of Servery ONLY (no china):		£45.00		£
Hire of Kitchen / Servery with China & Cutlery		£90.00		£
Set up and remove tables and chairs.		<u>Weekday</u>	<u>Weekend</u>	£
Plus £10 for under stage dining tables		£24.00	£32.00	
Cleaner to CLEAN AFTER EVENT (per hour)		£12.00	£15.00	£
		TOTAL COST		=====
				=====
£50 or 10% deposit with booking form, whichever is greater please		£		£
Refundable Deposit Required *		£100		£
£100.00 to be paid ONE month before event				

Please pay balance of hire cost, 2 weeks before the event

* If Conditions of Hire, overleaf, are breached, the Refundable Deposit is liable to be forfeited in part or in total at the discretion of the VERA FLETCHER HALL Committee.

ALL RUBBISH CREATED MUST BE REMOVED BY HIRER AT THE END OF THE 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

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