

VERA FLETCHER HALL

4 Embercourt Road, Thames Ditton, KT7 0LQ

Booking Form – Stage Productions

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 Main Hall & Stage for Stage Production Green Room	From £175.00 £8.00 per hour	£ £
Hire of Servery ONLY (no china) per performance	£45.00	£
Hire of Kitchen /Servery with China & Cutlery per performance	£90.00	£
Cleaner Req'd to CLEAN UP AFTER EVENT p/hour Minimum of 1 hour, depending on usage/event	<u>Weekday</u> £12.00	<u>Weekend</u> £15.00
Set up/remove tables & chairs, + £10 for dining tables	£24.00	£32.00
Set up/remove chairs only	£20.00	£27.00
Stage Lighting £15.00 per performance	£15.00 x	£
<i>Please note that use of the lights/tech equipment requires the hire of our Technicians at minimum £40 to be paid directly to them.</i>	TOTAL COST	=====
£100 or 10% deposit with booking form whichever is greater please * £100.00 Refundable Deposit cheque to be sent 1 month before event		£

Please pay balance 2 weeks before event

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

PLEASE NOTE: ALL THE THEATRE PROPS MUST BE REMOVED FROM THE HALL WHEN THE PRODUCTION FINISHES – otherwise a charge will be raised for removal. ALL RUBBISH CREATED MUST BE REMOVED BY HIRER AS THERE IS NO BIN SPACE AT THE HALL. PLEASE PROVIDE PLASTIC SACKS. NO SELLOTAPE OR BLUE TAC MAY BE USED ON THE WALLS.

STAGE LIGHTING – Only to be used by prior arrangement with Lighting Manager.

I hereby agree to abide by the conditions of the Hall hire as detailed in the Conditions of Hire.

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: hire@verafletcherhall.co.uk