

VERA FLETCHER HALL

4 Embercourt Road, Thames Ditton, KT7 0LQ

Booking Form – Wedding Hire

Date Required:	Function:
Start Time:	Finish Time: (Evening bookings - Music must end by 11.30 pm and Hall empty by midnight)

Name:.....	
Address:	
.....	
Tel home.....Mobile.....	
Email address	

Facilities Required

		Hire Costs		Amounts to be invoiced
Wedding Hire – Full Day (If required Friday evening to set up)		£450.00		£
		£50.00		£
Hire of Hall ONLY – No. of Hours	Hrs.	£20.00		£
Hire of Green Room ONLY-Hours	Hrs.	£8.00		£
Hire of Servery ONLY (no china etc)		£45.00		£
Hire of Kitchen / Servery with China & Cutlery		£90.00		£
Set up and remove tables and chairs, * plus £10 for dining tables (under stage)		<u>Weekday</u> £24.00	<u>Weekend</u> £30.00	£
Cleaner Required to CLEAN UP AFTER EVENT ONLY, per hour		£12.00	£15.00	£
		TOTAL COST		£ =====
£100 or 10% deposit with booking form, whichever is greater please		£		£
Refundable Deposit Required *		£100		£
£100.00 to be lodged ONE month before event				

Please pay balance at least 2 weeks before the 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.

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 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.

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