

St. Mary's Community Hall Hiring Agreement

WEDDING BOOKING FORM

Please complete this form and return it as soon as possible.

Date of Wedding :

Date from :..... to

Name of Hirer/s:

Phone No:

E-mail.....

Please select any of the following if you would like to add to your booking:

- If you wish to place a marquee on the lawn then there is an additional charge of £200*.
*(*Please note that this is not for a marquee, you must source and supply your own)*
- If you feel you may need extra time on the day of check in or check out then you may have access from 10:00 on the Friday and/or access until 16:00 on the Sunday for an additional £80 each (£20 per hour) FRI
 SUN
- Are you selling alcohol at your event? If YES you will need to apply for a Temporary Event Notice from Rother District Council. Please provide a copy of this to the booking clerk.

The person in whose name the Hall is hired must be aged 21 years or over and will be held responsible for the conditions of Hire of the Hall.

Declaration

I declare that the information given above is correct.

I declare that I have read and understood the St Mary's Community Hall Licensing Conditions, Standard Conditions of Hire and Hiring Rules (Terms & Conditions).

Signed:

Date.....

TO CONFIRM YOUR BOOKING THE DEPOSIT AND THE FORM MUST BE RECEIVED WITHIN 14 DAYS.

To secure a wedding, a deposit of £500 is required.

£250 will be credited to the cost of the hire when the balance is paid.

£250 is refundable if there is no damage and the Hall is left in good order after the event.

The balance is due no later than 8 weeks prior to the date of event booking. A refund of the Breakage Deposit amount will be returned within 28 days after hiring date providing all terms and conditions have been met.

Your total hire amount will be confirmed once we are in receipt of this form.

Payment either by BACS transfer (preferable) or by cheque. Cheques made payable to St Mary's Community Hall

Account details:

Name: St Mary's Community Hall
Sort code: 30-90-28
Acc no: 36733660

Please complete this booking form digitally and email to Jen at udimorehallwedding@gmail.com if possible.

If not please print and post to:

Sowdens Orchard, Udimore, Rye, TN31 6BG

	AMOUNT	DATE RECEIVED	RECEIPT NO.	CHEQUE/BACS
DEPOSIT				
COST OF HIRE				
BREAKAGE DEPOSIT				

Deposit returned:

Custodian Trustees: Chichester Diocesan Board of Finance (Registered Charity No. 243134)