

BOOKING FORM

All of the bookings of the Hall are subject to acceptance of and compliance with the Terms and Conditions of Hire and the provisions of this Booking Form, as well as payment of the hire costs set out below.

Hirer

Name:

Address:

Phone:

Email:

Name of Group:

Booking

Date:

- Morning 9am – 1pm
- Afternoon 2pm – 6pm
- Evening 7pm – 11pm
- Children’s Party Session by arrangement

Rooms Required

- Whole Complex
- Main Hall
- Events Room
- Memorial Room
- Kitchen

Alcohol License

If the sale or supply of alcohol (including tickets stating ‘glass of wine included’ or similar) is intended, the Hirer must apply for and provide evidence of a Temporary Events Notice from the Licensing Officer at Dorset Council and the Police Authority at least 10 clear working days before the function. Proof of License must be available at the event.

General

The Hirer must ensure that no stiletto heeled shoes are worn in the Hall

What activity/purpose is the hire for?

For a wedding please confirm the number of guests to be seated – maximum 100

Charges per session

Charges to be paid at least 28 days in advance as appropriate

Main Hall or Events Room

Regular Bookings	£20 per session
Residents of Langton Matravers for own use (single bookings)	£30 per session
Children’s Parties	£30 per session
Other Groups	£45 per session

Memorial Room £12 per session

Whole Complex (excluding kitchen)

Residents of Langton Matravers	£60 per session
Other Groups	£80 per session
Kitchen (beverages only)	No charge
Kitchen (catering for food)	£25
Wedding (as arranged)	£200 per day

Payments to

Account name: Langton Matravers Village Hall
Sort Code: 090154
Account Number: 56146083

Please send form to Booking Officer: Daryle Pearson

Fig Tree, 43 High Street, Langton Matravers, Swanage, Dorset. BH19 3HA

Email: daryle.pearson@btinternet.com

Phone: 01929 425587/07786433442

I confirm that I have read and will comply with the Terms and Conditions of Hire for this booking.

Signed by the Hirer:

Name in capitals:

Date: