

LANGTON MATRAVERS VILLAGE HALL

Registered Charity No 260975

Booking Form

All 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 Individual/Group :

Booking

- Date :
- Morning 9am – 1pm :
- Afternoon 2pm – 6pm :
- Evening 7pm – 11pm :
- Circle room/s required - All
 - Main Hall
 - Events Room
 - Memorial Room
- Is kitchen required : Yes/No
- 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
- 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

- Community organisations - £15
- Residents of Langton Matravers - £25
- Non residents - £40

Memorial Room

- £10 per session

Whole complex – includes Main Hall, Kitchen, Memorial Room and Events Room

- Residents of Langton Matravers - £50
- Non residents - £75
- Weddings - £250

Payments to be made to –

- Account name : Langton Matravers Village Hall
- Sort code : 09 01 54
- Account number : 56146083

General

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

Secretary

Collette Drayson
Crabapple Cottage
The Hyde
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Bookings Officer

Margaret Ibbs
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01929 424647

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.....