

Gaskell Memorial Hall

Emesgate Lane, Silverdale,

Lancs. LA5 0RA

*gaskellhall-silverdale.co.uk*



Charity No. 225842

*bookingsgaskellhall@gmail.com*

*eventsgaskellhall@gmail.com*

*gaskelltreasurer@outlook.com*

**STANDARD BOOKING FORM**

The Hirer	Name: Organisation (if applicable): Address: Postcode: Telephone Number: Email:
Purpose of Hire	
Details of Hire period	Date: From (time): _____ To (time): _____ No. of Guests _____
Set up time / clear up time for events open to the public.	Does the hire period include time for set up and clear down? Y / N Please state the set up time and clear down periods _____
Hall Usage	Which areas of the hall will you require? Main Hall includes Rigby Kitchen and Stage <input type="checkbox"/> Green Room includes Green Room Kitchen <input type="checkbox"/> Whole Hall <input type="checkbox"/> Coffee Morning including Rigby Kitchen <input type="checkbox"/> Coffee Morning including Rigby Kitchen plus stage (extra charge) <input type="checkbox"/>
Sale of Alcohol	Will you be selling Alcohol at your event? Y/ N Have you read the Hire Conditions section on alcohol? Y/N
Sound and Visual System	Do you require access to the Sound System? Y / N Do you require the microphone? Y / N Do you require the projection screen? Y / N
Lighting System	Do you wish to use the ceiling lights? Y / N Do you need instruction on the system? Y / N
Additional Equipment	White Table Linen (£65 for full set to be dry cleaned) <input type="checkbox"/> Plates ( £20 refundable deposit) <input type="checkbox"/> Cutlery <input type="checkbox"/> Beer Pump <input type="checkbox"/> Glass Hire ( £10 refundable deposit) <input type="checkbox"/>

<b>Additional Information</b>	Please use this space to provide and useful information about your event:
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Information of Responsible person if not same as above.	
Information of person paying the invoice if not same as The Hirer	

**PAYMENT** - I wish to:

Pay by cheque (payable to the 'Gaskell Memorial Hall ' )

Pay by BACS

Payment due will be due on receipt of invoice.

I / we agree to be bound by the Conditions of Hire, which I have read and also be present or the nominated person during the period of hire.

I understand that The Gaskell Memorial Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete this form and email to [bookingsgaskellhall@gmail.com](mailto:bookingsgaskellhall@gmail.com) or print and post to Lynn Humphrey, 1 Jack Scout Cottages, Silverdale. LA5 0UA. Telephone 01524 702 185

All hirers must inform the Caretaker of their requirements such as layout of tables, chairs, etc. at least 7 days before the event. Caretaker –Deborah Holt - iclean241@gmail.com - 07423 740 570 / (01524) 720866. If not informed early enough your requirements will not be met.

**Hire Charges April 2018 to March 2019**

**Saturday Coffee Morning** 9am to 12pm (includes Main Hall and lower Kitchen)

Village Hirer / Organisation	£80	Stage hire	£15
Other Organisations	£95	Prep Time (Friday night if available)	£15

**Hourly rate for private functions and village organisations.**

Main Hall with lower Kitchen	£15
Green Room with upper kitchen	£9
Whole of the Hall and Green Room	£20

**Hourly rate for events open to the public where admission is charged i.e disco's, plays, lectures.**

Main Hall with lower Kitchen	£27
Green Room with upper Kitchen	£15
Whole of the Hall and Green Room	£35

License fee to run a Bar £30 per night.

*NOTE: Half hours can be paid upon arrangement also please speak to our booking secretary for any special requests.*