

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 Hall Kitchen <input type="checkbox"/> Coffee Morning including Hall 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
Ceiling Lights	Do you wish to use the coloured ceiling lights? Y / N Do you need instruction on the programming machine? 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"/>

Additional Information	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.

I am happy for my details to be stored by The Gaskell Memorial Hall and understand they will not be shared with 3rd parties.

Signed _____

Print Name _____

Date ____/____/____

Please complete this form and email to 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 - caretakergaskellhall@gmail.com - 07423 740 570 / (01524) 720866. If not informed early enough your requirements will not be met.

Hire Charges 1st April 2018 to 31st March 2019

(Hire Charges for bookings later than 31st March 2019 will be subject to an annual increase.)

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.