

# SHAVINGTON-CUM-GRESTY VILLAGE HALL BOOKING FORM

Day/Date required: \_\_\_\_\_

Session required:	Weekday:	8.00 am – 12 noon	[ ]	£15 per session
		1.00 pm – 5.00 pm	[ ]	
		6.00 pm – 10.00 pm	[ ]	
	Saturday/Sunday	9.00 am – 1.00 pm	[ ]	£15 per session
		2.00 pm – 6.00 pm	[ ]	
		7.00 pm – 11.00 pm	[ ]	

Session(s) required: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Type of function \_\_\_\_\_

Clients have use of the following facilities within this hire charge:

- Main Hall including lounge, kitchen and bar area.

Clients who wish to have exclusive use of the whole hall, an additional fee of £5 per session is payable to prevent the upstairs meeting room from being hired out separately during the session.

In the event of the client not wishing to clean-up after their function, an additional charge of £30 for cleaning is payable.

The upstairs meeting room, which seats 12 persons, is available for a fee of £5 per session (no disabled access). There is also no access granted for use of the kitchen facilities. Sessions are as indicated above.

If you wish to hire the hall on a regular basis, clients are offered a **continuous** block booking for **16 weeks but will be charged for only 12 weeks.** **Payment must be made in advance.**

**All hire charges (cheque or cash) must be paid in full when a booking form is submitted.**

Please make cheques made payable to..... Shavington-cum-Gresty Parish Council

Name of Client: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

The client who makes the booking will be responsible for adhering to the hire agreement (provided separately).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Hall Bookings

Kevin Gibbs  
Andrea Gibbs  
14 Crewe Road,  
Shavington.  
CW2 5JB

Tel: 01270 262636

E-mail: [villagehall@shavingtononline.co.uk](mailto:villagehall@shavingtononline.co.uk)

Please return this form with your payment, to Kevin/Andrea Gibbs and keep a copy of your request.

## **ADDITIONAL INFORMATION**

### **Facilities**

- Main Hall/Lounge                      There are tables and chairs for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function.
- Kitchen:                                      The kitchen has a fridge, cooker, microwave oven, hot water urn and crockery for 120 persons.
- Tea-towels and cutlery are **not** provided.
- Upstairs Meeting Room:                Tables are set out to seat a minimum of 12 people.
- Other chairs are also available in the room.

There is a First-Aid kit in the kitchen, together with an Accident Reporting book.

### **Outside caterers:**

Beech Tree Catering, Beech Tree Croft, Gresty Lane, Shavington, CW2 5DD	Phone: 01270 210024 Mobile: 07979 857 581 E-mail: andreaajd@aol.com
The Vine Inn, Rope Lane, Shavington, CW2 5DT	Phone: 01270 567747
The White Hart, Hough, Crewe, CW2 5JS	Phone: 01270 841467 E-mail: whiteharthorough@gmail.com
Jayne Charlesworth, Shavington	Tel: 01270 568816 No e-mail contact

### **Outside bar providers:**

The Vine Inn, Rope Lane, Shavington, CW2 5DT	Phone: 01270 567747
The White Hart, Hough, Crewe, CW2 5JS	Phone: 01270 841467 E-mail: whiteharthorough@gmail.com