

SHAVINGTON-CUM-GRESTY VILLAGE HALL BOOKING FORM

The following charges apply from 1 October 2018

Day/Date required: _____

There are three sessions each day. The hire charge is £15 per session, and for weekend bookings an all-day charge of £45.00 is payable.

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)	

Weekend all-day booking from 9.00 am – 11.00 pm) £45 for the day

Session(s) required: Start: _____ Finish: _____

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

Main Hall including lounge, kitchen and bar area.

For clients who wish to have exclusive use of the whole hall, an additional fee of £5 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 access for the disabled). 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.

Please contact the Bookings Clerk for details.

Cheques to be made payable to..... Shavington-cum-Gresty Parish Council

All hire charges must be paid in full two weeks prior to the booking (unless alternative arrangements are made with the Bookings Clerk.)

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: _____

Email: villagehall@shavingtononline.co.uk

Please return this form with your payment, to the Bookings Clerk and keep a copy of your request.

ADDITIONAL INFORMATION

Facilities

Main Hall/Lounge	Tables and chairs There are tables and 120 chairs which are stored in the lounge adjacent to the main hall. Clients are asked to return tables and chairs to the lounge after their event has concluded.
Kitchen:	The kitchen has a cooker, fridge, microwave oven, hot water facility for beverages, crockery and cutlery for 120 persons. ¹ Tea-towels are not provided.
Upstairs Meeting Room:	Tables are set out to seat 12 around the table. Other chairs also available in the room.

There is a First-Aid kit in the kitchen, together with an Accident Reporting book (Note: Accident Book not yet provided)

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

Interim booking form, as at 3 October 2018

¹ At the time of issue of this form, not all the equipment referenced has yet been provided.