

St. Mary's Community Hall Hiring Agreement

WEDDING BOOKING FORM

Please complete this form and return it as soon as possible.

Date of Wedding :

Date from :..... to

Name of Hirer/s:

Phone No:

E-mail.....

Please select any of the following if you would like to add to your booking:

- If you wish to place a marquee on the lawn then there is an additional charge of £250*.
*(*Please note that this just a pitching fee, it is not for a marquee, you must source and supply your own)*
- If you feel you may need extra time on the day of check in or check out then you may have access from 10:00 on the Friday and/or access until 16:00 on the Sunday for an additional £80 each (£20 per hour) FRI
 SUN
- Are you selling alcohol at your event? If YES you will need to apply for a Temporary Event Notice from Rother District Council. Please provide a copy of this to the booking clerk.

The person in whose name the Hall is hired must be aged 21 years or over and will be held responsible for the conditions of Hire of the Hall.

Declaration

I declare that the information given above is correct.

I declare that I have read and understood the St Mary's Community Hall Licensing Conditions, Standard Conditions of Hire and Hiring Rules (Terms & Conditions).

Signed:

Date.....

TO CONFIRM YOUR BOOKING WE NEED THIS COMPLETED FORM BACK AND THE DEPOSIT PAID WITHIN 14 DAYS.

The balance of hire and the £250 Breakage Deposit amounts must be received eight weeks or earlier prior to hiring date. A refund of the Breakage Deposit amount will be returned within 28 days after hiring date providing all terms and conditions have been met.

Payment via Stripe will be requested within a few days via an email from our booking system, Hallmaster, following us inputting the details from this form. If you have any problems making the payment please get in contact.

Please complete this booking form digitally and email to Jen at **udimorehallwedding@gmail.com** if possible.

If not please print and post to:

Sowdens Orchard, Udimore, Rye, TN31 6BG

FOR OFFICE USE:

	AMOUNT	DATE RECEIVED	RECEIPT NO.	CHEQUE/BACS
DEPOSIT				
COST OF HIRE				
BREAKAGE DEPOSIT				

Deposit returned:

Custodian Trustees: Chichester Diocesan Board of Finance (Registered Charity No. 243134)