

EASINGTON COMMUNITY HALL

BOOKING FORM AND HIRE CHARGES

Current charges (from 11/07/13) All rates charged per hour	Main Hall (per hour)	Meeting Room (per hour)	Both (per hour)
Regular Village Hirers	£7.50	£6.00	£13.50
Private Hirers	£10.00	£6.00	£16.00
Commercial Hirers	£20.00	£15.00	£35.00

Hire of tea and coffee making facilities are included in the hourly rate for Regular Village Hirers.

The use of kitchen facilities for private or commercial functions is £2.50 per hour and is charged for the same period for the hire of the Main Hall or Meeting Room.

Minimum period of hire for the Main Hall and Meeting Room is one hour.

NAME: ORGANISATION:

ADDRESS:

.....

POST CODE: TELEPHONE No:

E-MAIL:

TYPE OF EVENT:

(Party, reception etc)

DATE OF HIRE: / / FROM: TO:

Please state the exact start and finish time of hiring period, this information is required by the Caretaker when opening and closing the Hall.

Rooms required, please indicate which ones

MAIN HALL

MEETING ROOM

KITCHEN

PLEASE READ AND AGREE TO THE CONDITIONS OF HIRING BEFORE SIGNING

SIGNATURE: DATE:..... / /

Please return completed booking forms to the Booking Clerk: Mrs J Kettley
3 Eastcliffe, Beck Lane, Easington, HU12 0TX Tel: 01964 650450 E-Mail: janet.kettley@btinternet.com

All cheque's to be made payable to **Easington Community Hall** and sent to the Treasurer.

If an invoice is required please give name and details of person to be invoiced if different from hirers name.