



The Stanhope Hall, Boston Road, Horncastle, Lincs LN9 6NF

Booking Enquiries: 07907239228 Email: thestanhopehall@hotmail.co.uk

BOOKING FORM FOR HIRE OF THE STANHOPE HALL, HORNCASTLE

(Please complete in conjunction with the Terms & Conditions of Hire)

Name:	Tel:		
Address:			
Email Address:			
On behalf of:			
Address:			
The doors will be opened and closed at these times			
Event type : Date(s)/Day(s)	Times:	From	To

Would you like your event put on our website And/or Facebook page

FACILITIES REQUIRED	✓	Rates	OFFICE USE ONLY		
			Hours (min 2 hrs)	Rate	Total
Main Hall (250 max seated)		£172*/£87** (9 hours) £29*/£14.50** (per hour)			
Meeting Room 1 (35 people max)		£77*/£57** (9 hours) £13*/£9.50** (per hour)			
Meeting Room 2 (70 people max)		£85*/£69** (9 hours) £15*/11.50** (per hour)			
Bar (Fixed Rate)		£30.00			
Kitchen (included for making drinks) Hirers to remove all kitchen waste.		£16 (oven snacks)			
		£25 (cooking meals)			
Key: *Commercial Rate. ** Community Rate.			TOTAL		
Projector required £25		Flip Chart required £10	DEPOSIT: DUE/PAID		
Bar Supplier Name: (Bar supplier to complete Licencing Compliance Form)			BALANCE: DUE/PAID		

- Approximate number of persons attending:

- If music is being provided, state how and by whom:

- 1: I acknowledge receipt of: • Electricity at Work Regulations form (where applicable) • Emergency Fire Plan and accept that it is my responsibility to ensure that, where applicable, these forms are completed and returned to the booking agent prior to the event.
- 2: I acknowledge and accept that, should extra time and/or facilities be used without prior booking, there will be a retrospective charge made by the booking agent, at the current full rate.
- 3: I accept that, should rubbish have to be removed by us, there will be a retrospective charge.
- 4: I acknowledge receipt of a copy of the Terms and Conditions governing the hiring of The Stanhope Hall and agree to be bound by them.
- 5: I acknowledge it is my responsibility to perform a risk assessment and to check that the building is suitable for the requirements of my intended use.
6. The Stanhope Hall cannot be responsible for any loss or damage to any vehicle using the Car Park.
7. I confirm I have public liability insurance of a minimum of £2,000,000 and will produce evidence of this prior to the event if requested.
8. I agree that I will pay the damage deposit when requested by the booking agent. This will be returnable, in part or as a whole within two weeks of my event, subject to the cost and assessment of any required repair work due to damage done during my period of hire.

Signed:	Name (Block Caps):
Date:	Designation:

In order for your dates to be confirmed, please ensure ALL forms are completed, signed and returned along with the deposit to: The Stanhope Hall, Boston Road, Horncastle LN9 6NF. (Cheques payable to The Stanhope Hall).