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

Booking Enquiries: 07442500793 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.

Projector required £25		Flip Chart required £10		**TOTAL**	
Bar Supplier Name: **(Bar supplier to complete Licencing Compliance Form)**				**DEPOSIT: DUE/PAID** **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).