



South Clifton Coronation Hall Hire Agreement

Debbie Coleman – Booking Clerk

enquiries@southcliftonhall.org

Phone: 01522 778262

Hirer / Hiring Organisation	
Address	
Contact Name	
Contact Number	
Email Address	

Hire Details <i>(Hire duration should cover set up & clean up time)</i>	Reason for Hire				
	From:	Date:		Time:	
	To:	Date:		Time:	
	Facilities Required:	Main Hall / Committee Room / Kitchen / Bar / All			

Please note if alcohol is going to be sold at your event a District Council licence is required which must be applied for no less than 1 week prior. There is a charge for this licence which is to be paid by the hirer.

All events are subject to a refundable deposit of £50.00 * Excluding weekend package £150.

Please provide bank details below of where the refundable deposit should be paid upon inspection following the hire.

Account Name	
Sort Code	
Account Number	



Charges	No Hours	Rate	Total
<i>£15 per hour £12 per hour for North Clifton, South Clifton & Spalford residents</i>		£12 / £15 per hour	
	Chargeable Items (see list below)		
	Returnable Deposit £50 normal hire or £150 for weekend package		
	Amount Due <i>Returnable Deposit Payment secures booking and hire charge is due 4 weeks before hire date</i>		

Hirer Signature:		Date:	
Coronation Hall Signature:		Date:	

Please return this completed form to enquiries@southcliftonhall.org noting that the booking is not confirmed until payment is made.

BACs details

Account Name: South Clifton Coronation Hall
Sort Code: 05-06-22
Account No: 50376514

South Clifton Coronation Hall is a charity run by volunteers,
we would be grateful if all users would leave the hall clean & tidy.
Thank you

<https://southcliftonhall.org/>

*All information is processed in line with GDPR legislation.
Information is used solely for the purpose of the Coronation Hall hire.*

Chargeable Items to Hire



Item	Unit Price	Qty to Hire	Total
White Crockery & Stainless Steel Cutlery <i>Dinner plates, side plates, bowls, cup and saucers</i> <i>Table knives & forks, dessert knives & forks, Soup spoons, dessert spoons & teaspoons</i> <i>Milk jugs, ramekins & gravy boats.</i>	£2 per person (max. 80)		
White cotton tablecloths (max 12 rectangle and 5 round)	£1 each		
White cotton napkins (max. 80)	25p (max. 80)		
Music PA System with disco lights	£50		
Full Stage 6 platforms	£60		
3 or 4 stage platforms	£45		
1 or 2 stage platforms	£30		
GRAND TOTAL			

Enter the grand total above on page 2 of the booking form