

# Scarth Hall, Staindrop



## BOOKING FORM Part 1 (one-off and block hires, Rate 1)

OFFICE USE	Enquiry taken by:	Date:						
Hirer name:								
Date of event:								
Event description:								
Hire period start/end (see 1)								
Event start/end (see 1)								
How many attending? (see 2)								
Hirer address:								
Organisation (if applicable)								
Email:								
Contact numbers:								
Please send payment by: (see 3)								
Would you like the Scarth Hall bar to provide alcohol YES/NO (see 4)	If YES, what times would you like the bar to be available?							
Will there be catering/food preparation? YES/NO (see 5)	If YES, please give details:							
Circle all the areas you would like to hire: (see 5)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Main hall</b></td> <td style="text-align: center;"><b>Bistro</b></td> <td style="text-align: center;"><b>Kitchen</b></td> </tr> <tr> <td style="text-align: center;"><b>Joe Hodgson Room</b></td> <td style="text-align: center;"><b>Training Room</b></td> <td style="text-align: center;"><b>Entire Hall</b></td> </tr> </table>		<b>Main hall</b>	<b>Bistro</b>	<b>Kitchen</b>	<b>Joe Hodgson Room</b>	<b>Training Room</b>	<b>Entire Hall</b>
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<b>Joe Hodgson Room</b>	<b>Training Room</b>	<b>Entire Hall</b>						

### DECLARATION (please sign and date below before returning the form)

- I am over 18 years of age.
- I agree to be held responsible for the hire fees and other charges payable, and I will undertake a Hirer Induction with a member of the Scarth Hall team
- I understand that my booking is not confirmed until we have received full payment (due two weeks in advance of the event)
- I confirm that, if applicable, all those having access to children and vulnerable people at my event have appropriate clearances (for example DBS checks)
- I have read the Booking Conditions and understand them, and I agree to abide by them. (The Booking Conditions are on the Scarth Hall website and the **User Handbooks** at the Hall.)

Name:.....

Date.....

## BOOKING FORM Part 2

**Hirer name:**

**Date of event:**

**FACILITIES INCLUDED IN THE HIRE COST - please state requirements**  
(see page 1 re the Scarth Hall Bar)

**MAIN HALL & BISTRO**

Round tables (seat 8)

Rectangular tables (seat 6)

Small square tables (seat 4)

Low tables (eg in combination with theatre-style seating)

House PA /sound system / stage lights/ disco lights

Cinema system (Scarth Hall has an MPLC licence which covers film showings at private events and functions – please enquire)

TV screen (eg main hall entrance, Bistro)

**MEETING ROOMS**

Training Room eg tables & chairs, AV/ IT equipment

Joe Hodgson Room eg tables & chairs, portable projector

**ADDITIONAL INFORMATION ABOUT YOUR EVENT**

Please give details of equipment/services - eg bouncy castle, caterers, band - that you plan to bring in. Scarth Hall are happy to recommend suppliers.

If you would like to enquire about possibility of having Scarth Hall volunteers at your event (for example, to help on the door at a concert open to the public, or to be on hand at a funeral gathering) please give details below:

**CHARGEABLE/ADDITIONAL ITEMS**

	No of hours or items	Rate (per item)	Total
Hire: Main hall      Kitchen      Bistro			
Hire: Joe Hodgson Room      Training Room			
Tablecloths: Black / Burgundy /white banqueting roll		£5 per table	
Tablecloths: white damask		£8 per table	

**OFFICE USE:**

Items via the Scarth Hall bar (see 4)			
Meetings: mineral water; juice; biscuits			
Cleaning (see 6)			
Refundable deposit, if applicable (see 7)			

**TOTAL AMOUNT DUE IN ADVANCE:**

**FULL PAYMENT DUE ON (date:)**

**RECEIVED ON (date):**

**ADDITIONAL ITEMS (eg via Scarth Hall) TO INVOICE:**

**Please return the completed, signed form to us as follows:**

If possible, please scan or photograph both sides of the form and attach in an email to [scarthhall@gmail.com](mailto:scarthhall@gmail.com).

Alternatively, post to Bookings, Scarth Hall, 5 South Green, Staindrop DL2 3LD (you may wish to keep a copy of the completed form for your own reference).

**Booking Form, Booking Conditions and rates effective from 09 March 2018**

**Below are items taken from our Booking Conditions which relate to the bookings process. A full copy of the Booking Conditions are on our website ([scarthhall.co.uk](http://scarthhall.co.uk)) and in the User Handbooks at Scarth Hall (in the bar, and kitchen). Please ask if you would like a separate printed copy.**

(1) HIRE PERIOD START/END: these are the times when a member of the Scarth Hall team will open up/lock up the Hall for your event. This period must include time to set up and clear away (see 6 CLEANING). The EVENT START/END is your choice; however if you would like Scarth Hall to help publicise your event, please let us know the times and other details.

(2) HOW MANY ATTENDING: please say approximately how many people will be at your event (for the purposes of setting up, bar etc). As hirer, you need to be aware the maximum capacity in each area of the Hall (**eg main hall = maximum 120 people**) and ensure that this is not exceeded during your event. If your event is open to the public, you should have ticketing arrangements in place if you are expecting high numbers.

(3) PAYMENTS: Full payment is required on or before the date that falls two weeks prior to your event (this date will be indicated on the Booking Form). In the case of a block hire (eg several sessions) payment is required two weeks before the date of the first session. Your booking is **not confirmed** until we've received full payment. We do not issue reminders.

We prefer payment by cheque or bank transfer but whichever payment method you use, please ensure that **your name and the date of your event** are indicated.

**Cheque:** make payable to Scarth Hall and send to Morris Race at the address shown.

**Bank Transfer:** Bank NatWest Account 74095358 Sort code 51-61-33

If cash payment is absolutely unavoidable, place cash in an envelope and deliver to Morris Race or other Scarth Hall representative. Ensure that you receive a receipt.

(4) BAR: Scarth Hall has a well-equipped, staffed bar; there is no charge for this service and prices are very reasonable (though we expect that the income from drinks purchased will cover our costs). No alcohol can be brought into Scarth Hall other than that supplied via the bar.

The bar can provide drinks for all types of function, including wine or champagne for guests' tables, welcome drinks, and interval drinks. If you are having a small informal event where there's no need for a staffed bar but you would like (for example) a few bottles of wine, just let us know your requirements and budget and we will arrange this for you.

The opening/closing times of the staffed bar will be by arrangement but please note that the bar must close **at least half an hour** before the end of your hire period.

(5) HOURLY RATES: **Standard** hourly rates include shared use of kitchen, eg access for teas & coffees:

Main hall **£12**; Bistro **£8**; Joe Hodgson room or Training Room **£8**

**Combined** hourly rates give you 'exclusive' use of the kitchen and Bistro and apply if your event involves catering, or for social gatherings where you want the ground floor to yourself (but other Hall users may need to pass through the Bistro to access the toilets and rear exit).

Main hall, kitchen and bistro **£15**; Kitchen and bistro **£12**

Entire hall: **£25** an hour

You're welcome to help yourself to tea & coffee (within reason) and we are grateful for donations. We can provide tea & coffee in the upstairs rooms for meetings.

(6) CLEANING: For formal functions (eg receptions, funeral gatherings, business meetings) Scarth Hall are happy to quote for a cleaning service. For other hires, you are asked to leave all areas and facilities as you found them. If this is not done, cleaning charges will apply – £35.00 for the first hour/minimum charge + £25 per additional hour required.

(7) REFUNDABLE DEPOSIT: For certain functions we may ask for a refundable deposit of £150. If there are no breakages or damage this amount will be refunded in full.