

Barnacle Village Hall

Date of Event

Hire of the Hall for a Wedding Reception

Please complete this form and return it with the deposit to:

Barnacle Village Hall Bookings, 10 Lower Road, Barnacle, Coventry CV7 9LD

The Hirer

Name of Hirer

Address

Telephone email address

Bride and Groom (if different from the hirer)

Event Details

Date of Reception Approximate number of guests

Dates when Hall is required

To hire the Hall for a wedding, the hire fee is **£600** - The hall is then available all day on Friday to prepare, all day Saturday for the function and until 10.30am on Sunday for clearing-up.

Marquee required? - **Yes / No**

The additional fee for the hire of the marquee is **£200**

Kitchen required? - **Yes / No**

There is no charge for the use of the kitchen but a refundable bond of **£50** is required in a separate cheque, which will be held until after the event and returned if the kitchen is left completely clean.

Place settings required? - **Yes / No**

Additional fee for the hire of place settings is £1.50 per setting

Tablecloths required? - **Yes / No**

Additional fee for the hire of cloths including laundering is £10 each

Candelabra required? - **Yes / No**

The additional fee for the hire of the candelabra is £5 each

Bar required? - **Yes / No** If **Yes** what time do you want it to open?

If the bar is required there is an additional fee for the bar staff of £20 per hour (2 staff at £10 each), which should be paid directly to them. The bar will close promptly at 11.00pm.

Toast wine and wine on the tables can be provided, but if you prefer to supply your own, there is a corkage fee of £3 per bottle.

Total hire cost

A £100 deposit is required which should be returned with this form. Cheques should be made payable to 'Barnacle Village Hall'. The balance should be paid two weeks in advance of the event.

As the hall will be used by a church group at 11.00am on the Sunday morning, it is imperative that it is completely clean and tidy by 10.30am on Sunday. You will need to make arrangements to ensure that happens.

Signed for the hirer Date.....