Gaskell Memorial Hall
Emesgate Lane, Silverdale,
Lancs. LA5 0RA

gaskellhall-silverdale.co.uk

bookingsgaskellhall@gmail.com
secretarygaskellhall@gmail.com
gaskelltreasurer@outlook.com

Charity No. 225842

STANDARD BOOKING FORM

The Hirer	Name: Organisation (if applicable): Address: Postcode: Telephone Number: Email:
Purpose of Hire	
Details of Hire period	Date: Total time needed for hire (this must include preparation and clearing up): From_____ to_____ What time is the actual event?: From_____ to_____
Details of event	Is there a charge for this event? Y / N Expected number of guests_____
Hall Usage	**Which areas of the hall will you require? : (Please tick below)** **Coffee Morning** including Hall Kitchen **Coffee Morning** inc Hall Kitchen + **stage (extra charge)** Main Hall includes Hall Kitchen and Stage Green Room includes Green Room Kitchen Whole Building
Sale of Alcohol	Will you be selling Alcohol at your event? Y / N Full bar: £30 or Interval Bar: £10 (Please tick) Have you read the Hire Conditions section on alcohol? Y / N
Sound and Visual System	Do you require the Sound System? Y / N Do you require the Microphone? Y / N Do you require the Projection Screen? Y / N
Lighting	Do you wish to use the coloured ceiling lights? Y / N Do you need instruction on the coloured ceiling lights? Y / N Do you wish to hire The Players' stage lighting if available (£50) Y / N
Equipment Hire	Check Tablecloths Hire: £20 (no charge for coffee mornings) Y /N White tablecloths hire: Price on application Y / N Plates : FOC Y / N Cutlery: FOC Y / N

	Beer Pump: £15 Y / N
	Glass Hire: £10 Y / N
	**Large events and parties will be charged £100 refundable deposit

Information of Responsible person if not same as the hirer above	Name : Tel: Email:
Information of person paying the invoice if not same as the hirer	Name : Tel: Email:
Any additional information	Please use this to provide any useful information about your event

PAYMENT -   I wish to;   Pay by cheque (payable to the 'Gaskell Memorial Hall ') Y **/ N**

Pay by BACCS   **Y / N**

(Payment will be due on receipt of invoice.)

☐   I / we agree to be bound by the Conditions of Hire and the Covid Risk Assessment, which I have read and I (or the nominated person) will be present during the period of hire.

☐   I understand that The Gaskell Memorial Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided.

☐   I am happy for my details to be stored by The Gaskell Memorial Hall and understand they will not be shared with 3rd parties.

Signed _____

Print Name _____   Date _____/_____/_____

Please complete this form and email to bookingsgaskellhall@gmail.com or print and post to Lynn Humphrey, The Gaskell Memorial Hall, Emesgate Lane. Silverdale. LA5 0RA. Telephone 01524 702185

All hirers are required to inform the Caretaker of their requirements such as layout of tables, chairs, etc. at least 7 days before the event. Caretaker – Deborah Holt - caretakergaskellhall@gmail.com - 07423 740570. If not informed early enough, your requirements may not be able to be met.

Hire Charges 1st April 2023 to 31st March 2024

(Hire Charges for bookings later than 31st March 2023 may be subject to an annual increase.)

Saturday Coffee Morning 9am to 12.30 pm (includes Main Hall and Lower Kitchen)
(An extra 30 mins has now been included)

Village Hirer / Organisation	£90	Stage hire if available	£20
Other Organisations	£110	Prep Time (Friday night if available)	£20

Hourly rate for private functions and village organisations.

Main Hall with lower Kitchen	£20
Green Room with upper kitchen	£12
Whole of the Hall and Green Room	£30

Hourly rate for events open to the public where admission is charged i.e disco's, plays, lectures.

Main Hall with lower Kitchen	£35
Green Room with upper Kitchen	£20
Whole of the Hall and Green Room	£45
License fee to run a Bar (Cash or donations)	£30 per night / £10 interval event.

NOTE: *Half hours can be paid upon arrangement. Also please speak to our booking secretary for any special requests.*