

SheviocK Memorial Hall Booking Form 25002

Name of hirer and/or organisation (person with responsibility for hire)			
Correspondence address			
Email			
Contact telephone number			
Date(s) of required hire			
Time of hire, inc set up/shut down	Hours	From	To
Purpose of hire			
Areas requested for hire (please tick)	Main Hall	Sports Hall	Lounge
	Kennedy Room	Kitchen	Grass Area
Equipment requested for hire (please tick)	Tables	Chairs	Crockery
	Cutlery	PA System	Projector
Are you working with children or vulnerable adults ? (Clause 8)			Yes No
Are you complying with the current safeguarding regulations? (Clause 8)			Yes No
Will tickets be sold for your event? (Clause 6)			Yes No
Is alcohol to be provided at the event? (Clause 8, 9, 10, & 11)			Yes No
Will there be an exhibition of a film? (Clause 7)			Yes No
Will live music be performed or recorded music played? (Cause 6)			Yes No
Hire rate per hour	£	Total	£50 Deposit paid
Booking Clerk signature and date			
Hirer signature and date			

By signing you have read, understood and will fully comply with the Terms and Conditions of Hire stated in SMHMC Form 25001

SHUTDOWN CHECKLIST Please tick	YES
Have you cleaned all tables, chairs, kitchen equipment, worktops and swept areas used?	
Have the toilets been flushed and are the toilet areas clean?	
Has all your rubbish and recycling been removed from the hall?	
Are all windows and doors including sky lights closed and secured?	
Are all lights off in the toilets, sports hall, main hall, kitchen, lounge, Kennedy room and corridors?	
Are water heaters, kettles and ovens switched off at the wall?	

SHEVIOCK MEMORIAL HALL**HIRE CHARGES FOR THE PERIOD 01 APR 2024 to 31 MAR 2025 (all figures in £)**

STANDARD CHARGE	Per Hour	Half Day	Full Day
Rental space		(up to 8hrs)	(8a.m to 11p.m.)
Main Hall	12.50		
Sports Hall	9.70		
Lounge	5.20		
Kennedy room	5.20		
Lounge and Kennedy room	8.50		
Hall grounds with toilet access	7.20		
Hall grounds with kitchen access	14.50		
Main hall, lounge and Kennedy room		67.30	150.30
Main hall, sports hall, lounge and Kennedy room		103.40	212.80

PARISH (NOT FOR PROFIT ORGANISATION)	Per Hour	Half Day	Full Day
Rental space		(up to 8hrs)	(8a.m to 11p.m.)
Main Hall	10.00		
Sports Hall	7.80		
Lounge	4.40		
Kennedy room	4.40		
Lounge and Kennedy room	7.40		
Hall grounds with toilet access	6.00		
Hall grounds with kitchen access	12.00		
Main hall, lounge and Kennedy room		58.40	111.70
Main hall, sports hall, lounge and Kennedy room		87.30	180.00

Sheviock Memorial Hall Management Committee (SMHMC)			
Chairperson	Paula Brooks	+44 7900 553116	paulasabrooks@aol.com
Vice Chair	Warren Evans	+44 7990 518219	smhclerk@btinternet.com
Treasurer	Ian Harry	+44 7484 377186	iancw.harry@gmail.com
Secretary	James Carter	+44 7850 687439	a.carter250@btinternet.com
Booking Clerk	Warren Evans	+44 7990 518219	smhclerk@btinternet.com
Committee Member	Jacqueline Perez	+44 7712 400604	jacqueline.maria.perez@gmail.com
Committee Member	Billy Kelly	+44 7782 161061	billykelly35@btinternet.com