

EASINGTON VILLAGE PARISH COUNCIL

SEATON HOLME

Please return this form **with deposit** to Easington Village Parish Council, Seaton Holme, Hall Walks, Easington Village, Peterlee, Co Durham, SR8 3BS Telephone 0191 5279360 or e-mail gaynor.crute@easingtonvpc.onmicrosoft.com

Cheques should be made payable to Easington Village Parish Council.

ROOM HIRE CHARGES (per hour)

	The Liddell Room	The Burn Room	The Milburn Room	Ground Floor
General	£16.50	£12.50	£10.50	£40.00

Tea/Coffee – 60p per cup (including VAT)

Tea/Coffee/Biscuits – 70p per cup (including VAT)

For the hire of a single room (3 hours minimum) on a weekend an additional £30.00 will be charged on top of the room hire

If you require a bar then this must be arranged via the Parish Clerk. The bar will be located in the Milburn Room and room hire will be chargeable. You will also need to obtain a Temporary Events Notice (TENS) via Durham County Council at a cost of £21.00

A bond of £50.00 will be required prior to the Function which will be returned after the Function providing that the building is vacated at the time booked, no damage has taken place to the premises and no excessive cleaning is required. This decision will be taken by the Parish Clerk.

Limitation on Number to be admitted to:-

Room	Max No. Seated	Max No. Other
The Liddle Room	70	85
The Burn Room	25	40
The Milburn Room	16	30

KITCHEN FACILITIES

Charge of use of kitchen for tea/coffee making facilities	£20 per booking
Charge for use of kitchen only (no equipment)	£15 per booking

Buckingham White Crockery to hire 12p per item cutlery 6p per item.

A 50% deposit is payable when the booking is made. The balance of the payment is to be made one month prior to the function taking place.

CANCELLATION

Cancellation Charges are as follows:-

25% if cancelled up to one month before the date of the function

50% if cancelled within one month of the date of the function

BOOKING FORM

Name of Hirer	
Contact Name	
Contact Address	
Telephone Number	
E-Mail	

Type of Function	
Date/day of Function	
Time of Function	
Use of	

Costs:

Hire of Rooms	
Hire of Buckingham Crockery	
Hire of Cutlery	
Hire of Tablecloths	
Additional Items	
Total	

Any additional items not requested at the time of booking will be charged at the rate applicable to when they are requested.

I have read the terms and conditions of hire and agree to abide by them.

Signed Date

Print Name

On behalf of Easington Village Parish Council

Signed (Mrs G M Crute)