

SYDERSTONE AMY ROBSART VILLAGE HALL
HIRING APPLICATION FORM & HIRE RATES (13 March 2025)
(applicable from 1st April 2025 – 31st March 2026)
 (Charity Number: 271824)



Full name of hirer and organisation:		
Permanent address of hirer :		
Post Code:		
Contact telephone number(s)	Land line:	Mob:
Email address:		

Purpose of hire:		
Date required:	For recurrent but identical bookings, please book the first date here:	
Hire start time:		
Hire end time:		
Each small group hire session allows a set up and take down time of 15 minutes before and after each hire. If you require longer than this, please include the additional time in your booking.		
Recurrent but identical bookings:	Please list all dates required:	

Small Group hire charges for less than 50 users and/or less than half day hire (taken as 5 hrs)
 These depend on which area(s) of the hall you would like to use. Costs below are per hour or part thereof, rounded up to nearest hour. There is a minimum total hire charge of £10 to cover relevant administration. Please indicate (yes or no) which areas and equipment you would like to use for the period of your hire:

Area of Hall	Hourly Rate	Yes or No	Furniture	Yes or No	Equipment	Yes or No
Main hall*	£12		Tables & Chairs		AV Equipment	
Taylor meeting room*	£6		Tables & Chairs		TV Monitor	
Kitchen	£5		Crockery/Glasses		Cooker/DWasher	
Outside Space (rear or front)	£5					
Total hourly rate £			This total hourly rate will apply to the full occupation period.			

* Rate includes for free use of the kitchen for small groups for tea/coffee making, food heating/preparation and free use of AV equipment/TV monitor along with free use of furniture.

Large Group hire charges for greater than 50 users and/or between half to a full day hire (taken as between 5 – 9 hours use)

A fixed rate of £200 will apply to larger events than will utilise multiple spaces (including use of kitchen for food heating/preparation and/or the use of appliances and/or use of glasses/crockery) for longer periods. This rate also allows for locating a single mobile catering unit on the rear amenity space. These uses usually incur longer setting and clearing up times along with greater power and cleaning requirements which are included in the fixed time period and rate.

Access arrangements will need to be agreed with the Bookings Manager in advance the event.

Any Hirer requiring in **excess of the 9 hour period** is subject to separate hire rate assessment and agreement with the Bookings Manager.

Storage requirements (subject to availability and charge)
Please indicate your requirements in terms of equipment to store and time period:

Alcohol licence:	If you propose to hold any other licensable activity i.e. selling alcohol, gambling, please give details. For alcohol, you will need to obtain a Temporary Event Notice from the Local Authority at the hirers cost. Please provide a copy of this at least 7 days before the event takes place.
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Declaration:	I have read and I agree to the terms of hire and hire charges of the Syderstone Amy Robsart Village Hall and, as appropriate, to the entry and exit instructions for the safe use of the hall.
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Signature of Hirer: (Original required)		Date:
		Key Issued: Code Issued:

NOTE (Incorrect or misleading information will lead to a cancellation of the booking)

Please return to: (Original required)	The Bookings Manager at bookings@syderstonevh.co.uk	
Charges:	As detailed above	Invoices available on request. Receipt given following payment
Payment can be made by cash, cheque or by bank transfer	Cheques should be made out to Amy Robsart Hall. For cheque or cash payments please contact the Bookings Manager.	Bank Transfer, quoting your name as reference: Amy Robsart Hall A/C number: 44507488 Sort Code: 52-41-29

Please note - The Village Hall Committee reserve the right to amend the hire rates and hiring rationale and will advise any hirers of any changes that may affect them.