

# SKELTON TOPPIN MEMORIAL HALL, SKELTON, PENRITH CA11 9TE BOOKING FORM

Contact Details	Please complete in BLOCK CAPITALS
Name/Contact	
Organisation (if applicable)	
Address	
Post Code	
Telephone - Landline	
Telephone - Mobile	
E-mail address	

## Rooms Required –

	Restrictions/Details	TICK	CHARGES
Reading Room and Billiard Room <b>(Capacity 30 persons each room)</b>	<b>Business Hourly rate - £20 for 1<sup>st</sup> hour, £15.00 for 2<sup>nd</sup> hour, 3 hours-£45.00, £10.00 p/h there after. Charity Hourly rate- £15.00 for 1<sup>st</sup> hour, £10.00 for 2<sup>nd</sup> hour, 3 hours – £30.00, then £5.00 p/hour there after.</b>		
Main Hall Only <b>(Capacity max 200 standing or max 120 seated)</b>	<b>Up to 4 hours – Not Private Parties. Commercial/Private Events/Business Bookings</b>		<b>£60 Then £10.00 p/h</b>
Funeral Teas	<b>Flexible Time around Service and Catering</b>		<b>£75</b>
Children's Party <b>(Capacity max 60)</b>	<b>Up to 3 hours</b>		<b>£22.50</b>
Charity Fundraiser including Local Community Fundraiser	<b>Up to 24 hours  General Public Invited</b>		<b>£75</b>
Private Party	<b>Up to 24 hours including setting up and clearing up – Noon until Noon Party for up to 6 hours 1 Night</b>		<b>£150</b>
Private Party	<b>Up to 48 hours including setting up and clearing up – Noon until Noon Party for up to 6 hours 2 Nights</b>		<b>£240</b>

Wedding Reception or Anniversary Parties	<b>Up to 48 hours including setting up and clearing up – Noon until Noon (Fri-Sun) Party for up to 12 hours 2 Nights</b>		<b>£300</b>
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- For alternative requirements e.g. multiple day bookings, extra time etc, please contact the booking secretary for advice on 0795 1561 787
- Please indicate what time you will require access and the time the hall will be left empty and clean.
- We allow 1/2hr set up pre event and 1/2hr clear up after event.
- The key for Skelton Toppin Memorial Hall is in the key safe to the side of the front door of the hall. The current key safe code is available from Nicky Higgins, on 0795 1561 787
- Please read the full Conditions of Hire (2017)

Dates/Times Required

Type of Event	
Date	
Anticipated Numbers	
Time In	
Event Time	
Time Out	

I have received, read and understood the CONDITIONS OF HIRE and agree to be bound by them.	
Name (in BLOCK CAPITALS please)	
Signed	
Date	

Cheques should be made payable to 'Skelton Toppin Memorial Hall'.

Online account details, Sort Code 16-52-21, Account number 54121446.

Booking forms must be accompanied by the FULL amount payable unless payment in arrears has been agreed with the committee.

Please return paper forms to Nicky Higgins, The Granary, Skelton, Penrith, CA11 9SE

Fill in the form, sign and send a scanned copy as an attachment in an e-mail to

[stmhtreasurer@gmail.com](mailto:stmhtreasurer@gmail.com)

Updated 10/02/2020