

# Woodmead Halls Lyme Regis

Registered Charity Number 288969

Hill Road, Lyme Regis. Dorset DT7 3PG

## Wedding Reception Booking Form

**Form Number**.....

**Booking Secretary:** Mrs. Michaela Ellis. Resthaven, View Road, Lyme Regis, Dorset. DT7

**Telephone:** 01297 443942

**Date Required:** Wedding Reception Day/Date:.....

**Organiser's Name:** .....

**Organiser's Address:** .....

**Organiser's Telephone Number:** Home.....

Mobile.....

### PERIOD OF HIRE

**Halls Required:** Large Hall: from.....hrs - to.....hrs

Small Hall: from.....hrs - to.....hrs

Bar: from.....hrs - to.....hrs

Kitchen: from.....hrs - to.....hrs

**Access:** For Setting-up and Clearing the Large and Small Hall, liaise with Caretaker Michaela Ellis.

**Type of Wedding Reception:** .....

E.g. Afternoon Reception with Buffet Meal, followed by an evening Disco.

**Numbers Attending:** Wedding Reception.....

(Maximum comfortable Large Hall seating capacity for seated meal is 130. Crockery, cutlery and glass hire at £2.50 per place setting is available; see under BOOKING FEES for details)

**Numbers Attending:** Additional for Evening Function.....

**Reception Guests arriving at**.....am/pm

**Evening Function Guests arriving at**.....pm

**Entertainment Type:** Disco/Live Band/Own Music e.g. iPod (Delete as Applicable)

**Equipment Required:** Microphone Yes/No Stage Lighting Yes/No

Projector & Screen Yes/No Wi-Fi Access Yes/No

Televisions Yes/No

**Booking Fees:** a 50% Non-Refundable Deposit is required to secure the booking and the balance of the Booking Fee, together with the Security Deposit, is required 1 Month before the booking date.

**DECLARATION:** I have read and accepted the Booking Conditions for the Woodmead Halls.

**Signature of Responsible Person 1**.....

**Signature of Responsible Person 2**.....

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## **BOOKING FEES**

**DAY OF RECEPTION:** All Day Hiring Rate: £.....

Please ask about eligibility for Lyme Regis Residents Booking Rates.

## **HIRE CHARGES FOR CROCKERY, CUTLERY AND GLASSWARE.**

White china crockery and stainless steel cutlery together with appropriate glassware are available to hire for **£2.50 per place setting**.

A place setting comprises; Dinner plate, side plate, dessert plate, pudding/soup bowl, cup and saucer, with appropriate cutlery and glassware. (Usually a wine glass, flute and water glass)

**Please indicate the number of place settings required;.....**

**Total hire cost = No of place settings (guests) x £2.50 per place setting = £.....**

**USE OF KITCHEN FOR FOOD PREPARATION:** £30

**SECURITY DEPOSIT:** £100

(Security Deposit is to cover additional cleaning time if the Halls are not left in a satisfactory condition, and seating, table, crockery and glassware breakages. It is returnable if not required.)

**No alcohol is to be brought into the Halls under the Terms of our License.**

**Please ask to see our competitively priced and comprehensive WINE LIST, available separately.**

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## **FOR OFFICIAL USE ONLY**

Wedding Reception Hire Fee: £.....

Crockery, cutlery & glassware hire: £.....

Kitchen Hire Fee: £.....

Security Deposit: £.....

**TOTAL BOOKING FEE:** £.....

50% Non-Refundable Booking Deposit of £.....Received on (date) ...../...../.....

Balance of Total Booking Fee £.....Received on (date) ...../...../.....

Special Requirements:

Access for Setting-up required:

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June 2015

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## **GENERAL INFORMATION about the LARGE Hall, SMALL Hall and KITCHEN**

### **Approximate Size of Rooms**

**Large Hall.** ( Excluding stage.) 8.8 Meters x 17 Meters **Small Hall.** 8.0 Meters x 5 Meters

**Stage.** Front 6.5 Meters x Depth 5.4 Meters

**Dressing Rooms.** (3) 4.0 Meters x 3.0 Meters

**Licensed Capacity** :- **Main Hall**, all events **250** People    **Small Hall**, all events **75**. People

### **SEATING CAPACITIES**

**Seating Capacity-Conference.** Large Hall: **250**

Small Hall: **75**

**Seating Capacity with Tables-** Large Hall: **130**

Small Hall: **36**

(Subject to Table Layout)

### **NUMBER AND DIMENSIONS OF TABLES**

**LARGE TABLES:** Length: 183cm/6ft/72ins Width: 69cm/2ft 3ins/27ins

**NUMBER AVAILABLE: 26**

**SMALL TABLES:** Length: 91cm/3ft/36ins Width: 69cm/2ft 3ins/27ins

**NUMBER AVAILABLE: 23**

### **SEATING**

**SEATING TYPE:** Banqueting Chairs

**NUMBER AVAILABLE:** Large Hall: **210** Small Hall: **50**

### **KITCHEN**

**Crockery:** Sufficient for 130 place settings available in a blue design.

(White crockery, cutlery and glassware are available to hire for £2.50 per place setting).

**Equipment:** 4 ovens, 1 hot cupboard, 2 fridges, 1 freezer, 2 microwaves, 1 commercial dishwasher and 1 water boiler, 1 stainless steel preparation table.

