

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.

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:

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.

