

SEWERBY HALL AND GARDENS

ROOM HIRE APPLICATION FORM 2016-17

1	Full name and address of hirer											
	Email address											
	Telephone number											
2	The room(s) to be hired (See overleaf for room layouts and capacities)											
	The Old Laundry: Training Room One	[]										
	The Old Laundry: Training Room Two	[]										
	Marquee	[]										
	Orangery	[]										
	Board Room	[]										
	Goodin Room	[]										
	Small Meeting Room	[]										
3	The purpose of the room hire											
4	The date(s) of the room hire											
5	The hours between which the function will be held. When booking more than one day, please indicate each day separately and do not forget to include any time required for your setting up.											
6	State how you require the room to be laid out together with the approximate number of people:	<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Formal Board style</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Classroom style</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Theatre style</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>No. of people</td> <td style="text-align: right;">[]</td> </tr> </table>	Formal Board style	[]	Classroom style	[]	Theatre style	[]	No. of people	[]		
Formal Board style	[]											
Classroom style	[]											
Theatre style	[]											
No. of people	[]											
7	Indicate the equipment you require: (Subject to availability)	<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Large TV</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Flip chart, stand and pens</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Laptop</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>ERYC network access (excludes the marquee)</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Photocopying (£1.20 per ten copies)</td> <td style="text-align: right;">[] x 10]</td> </tr> </table>	Large TV	[]	Flip chart, stand and pens	[]	Laptop	[]	ERYC network access (excludes the marquee)	[]	Photocopying (£1.20 per ten copies)	[] x 10]
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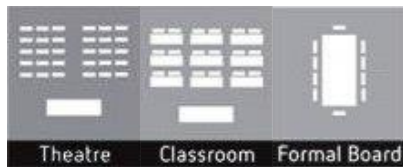
If you plan on bringing your own laptop or memory stick please contact us for compatibility details

Please ensure that all electrical equipment has been PAT tested.

Please sign here to agree to our Room Hire Terms and Conditions _____

If you have any additional comments or requests please write them here:

Please return completed forms to:
Sewerby Hall and Gardens, Church Lane, Sewerby,
East Riding of Yorkshire, YO15 1EA
Telephone: (01262) 673769 Fax: (01262) 673090
www.sewerbyhall.co.uk email: sewerby.hall@eastriding.gov.uk



Room capacities and locations

		Layout							
Room	Max Length	Max Width	Theatre	Class Room	Formal Board	Disabled Friendly?	Location		
	ft	ft	MAXIMUM CAPACITY						
Orangery	62	23	120	80	40	Yes	Ground		
Old Laundry	Training Room 1	16	21	20	20	20	Yes	First	
	Training Room 2	17	15	15	15	15	Yes	First	
Board Room	20	18	NA	NA	12	Yes	Second		
Goodin Room	15	15	NA	NA	10	Yes	Second		
Marquee	36	18	10 picnic tables			Yes - grass / bark mulch	Outside		
Small Meeting Room	12	10	NA	NA	4	Yes	Second		

Hourly Room Rates*

	Orangery	Training Room 1 or 2	Board Room, Small Meeting Room or Goodin Room	Marquee
Educational, charitable and East Riding of Yorkshire Council	£30	£25	£20	£8
Private and business	£40	£35	£30	£8
Per day (9am - 5pm)	£200	NA	NA	NA

*These rates apply to room hire between 9am and 5pm. Please ask for rates outside these hours if required

Room name:	Date	Time	Cost
_____	_____	_____	_____
_____	_____	_____	_____

Refreshments (Separate buffet options and lunch menu available)

Do you require refreshments?	Y / N	Number	Cost
Flask of coffee or tea (10 persons)	£11	_____	_____
Basket of biscuits (10 persons)	£5	_____	_____

Please state the times you would like the refreshments

am	_____
Lunch	_____
pm	_____

Payment

Cheque payable to East Riding of Yorkshire Council enclosed	[]	Receipt number:
Payment on arrival (Cash, cheque, debit or credit card)	[]	Receipt number:
Please supply an invoice	[]	IDA / Sundry Debtor sent?
ERYC cost and detail codes: _____ / _____		Office use only

TOTAL £

Signed by hirer _____

Date _____