

SEWERBY HALL AND GARDENS

Venue hire form 2018-19

Sewerby Hall and Gardens has a range of dedicated spaces to suit your requirements

In the courtyard, our Old Laundry Block houses two training rooms which can be used for meetings or small conferences. The house itself is home to the Board Room, the Goodin Room and a small meeting room. The Orangery has stunning views of Bridlington Bay and can be hired for any special occasion, conference or meeting.

Please call (01262) 673769 to check availability first.
Once confirmed, complete this form and send it to us at:

Sewerby Hall and Gardens, Church Lane, Sewerby, East Riding of Yorkshire, YO15 1EA
or email to sewerby.hall@eastriding.gov.uk

Full name and address of hirer:

The date(s) of the room hire:

The time(s) of the room hire:

Number of people attending the function:

Indicate here which room you wish to book:
(Please see next page for layout/capacity etc)

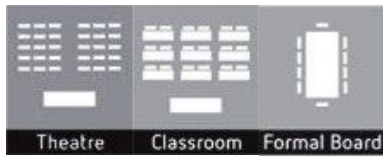
State how you require the room
to be laid out together with the
approximate number of people:

Formal Board style	[]
Classroom style	[]
Theatre style	[]

Indicate the equipment
you require:
(Subject to availability)

Large TV	[]
Flip chart, stand and pens	[]
Laptop	[]
ERYC network access (excludes the marquee)	[]
Photocopying (£1.20 per ten copies)	[] x 10]

**IMPORTANT - If you plan on bringing your own laptop or memory stick
please contact us for compatibility details before you arrive.
All electrical equipment must be PAT tested**



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 or East Riding of Yorkshire Council	£30	£25	£20	£8
Private or 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
_____	_____	_____	_____
_____	_____	_____	_____

Details of our hospitality and catering can be found on the next pages

Do you require refreshments? Y / N

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

Signed by hirer _____ TOTAL £

Date _____ _____

Hospitality (2018-19)

Drinks Menu	Please tick
Option A: £7.35 per person	
Fresh filtered tea or coffee on arrival	
Mid-morning tea or coffee with homemade flapjack	
Afternoon tea or coffee with biscuits	
Chilled bottled water	
Option B	
Jug of coffee or tea: £11.50 (per ten persons)	
Basket of biscuits: £5.25 (per ten persons)	
Chilled Water: £1 per bottle	

Lunch Menu	Please tick
Option A – Cold seated menu: £12.30 per person	
Sliced sugar baked ham	
Sliced best British topside of beef	
Warm oven baked jacket potato with spicy Coronation Chicken	
Mixed tossed seasonal salad	
Luxury coleslaw in a light mayonnaise dressing	
Crispy baked baguette	
Homemade scone with cream and jam	
Fresh orange juice	
Option B – Finger buffet: £8.45 per person	
Fancy rolls	
Breaded mini chicken fillets	
Onion Bhajas	
Seasonal fruit platter	
Option C – Finger buffet: £8.45 per person	
Fancy rolls	
Vegetable Samosa	
Sausage Rolls	
Selection of Clock Tower cakes	
Option D – Finger buffet: £8.45 per person	
Fancy rolls	
Chicken Satay skewers	
Vegetable Pakora	
Selection of Clock Tower cakes	

All orders must be placed with a minimum of 72 hours' notice.

For bookings below ten people, a surcharge of £15 will be applied.

Cancellation charges

Notice period	Charge
96 hours +	No charge
72 hours	25 per cent of total charge
48 hours	50 per cent of total charge
24 hours	75 per cent of total charge
Same day	100 per cent of total charge

Full name and address of hirer:

The date(s) of the room hire:

If you have any additional comments or special dietary requirements please write them here:

Internal use only

Date received:

Documentation checked:

Passed to catering:
