



Dolphins Hall Tetbury Booking Form www.dolphinshalltetbury.co.uk

Details of Hirer (person responsible must be over 18)		Name			Signature	
Address of Hirer						
Contact details		Landline			Mobile	
Email Address						
Purpose of Event		Private Party		Weekly Exercise Class		
		Wedding		Reception/Conference		
		Children's Party		Other		
Type of Event <small>Please tick</small>	One Off	Daily	Weekly	Monthly	Other please specify	
Date of Booking	DD/MM/YY	Start Time			Finish Time	
Numbers Expected <small>(For insurance the Hall Has a capacity of 120 people)</small>		Total number of Hours				
Food Being Served		Yes/No	Crockery Required			Yes/No
Would you like us to provide catering?		Yes/No		Would you like us to provide a stocked and managed bar?		Yes/No
Do You Require an Extension <small>(beyond 11pm)</small>		Yes/No	Is Alcohol Being Served		Yes/No	Is Alcohol Being Sold Yes/No
Hall Hire Rates	Weekdays £17 per hr	Weekends £22 per hr Special 8 hr £100 between 10am & 6pm			Children's Party £50 for 4 hours	Weddings £180 for the day

Deposit (please make **cheques payable to "The Dolphins Hall"**) A **non-refundable deposit of 25%** of the total cost is required to secure the booking. This will be deducted from the final balance.

The Final balance is payable on collection of the key along with a £50.00 refundable breakages deposit which will be held in case of any damage/breakages/specialist cleaning. The key can be collected the working day before the event from the Town Council Offices, Long Street between the hours of 9am - 3pm, Monday to Friday (01666 504670). The key must be returned to the council offices the following working day after the event. The breakages deposit will then be returned as long as no damage/breakages have occurred and no specialist cleaning is required.

We ask that you please leave the hall as you found it for the next user and take all rubbish/decorations home with you. A user manual for the hall is available on the notice board in the front lobby or from the Hall Website.