



**POUNDSTOCK GILDHOUSE
WEDDING RECEPTION
BOOKING FORM**

Contact Name

Home Contact tel no:

Mobile contact tel no:

Email Address:

Home Address:

Name of Bride

Name of Groom:

Contact details immediately prior to the event if different from above. (For emergency last minute contact)

Date of Wedding:

Wedding Venue:

Approximate number attending:

Do you wish to erect a marquee? (see terms and conditions)

There is a small marquee available for hire at a cost of £35 plus £50 for the use of the churchyard.

The hire charge for a wedding reception is £800 which includes the use of the whole building from 9am Friday until 3pm on Sunday, and full use of the kitchen, crockery and table clothes.

If there is to be a bar selling alcohol the Hirer is responsible for obtaining a license

50% deposit required with the return of the booking form which will secure your required dates and will fix the total cost of hire. The balance will be due upon receipt of invoice usually one week before the Wedding Day.

If you wish to pay electronically the Bank details are: Sort code: 30-91-41, A/C No: 00382551 Account name: Poundstock PCC Gildhouse Account. Please use either invoice no. or name on booking form as a reference.

Booking forms, with deposit cheque or electronic payment details, should be sent to:

A L Green (Treasurer), Trengune Cottage, Trengune, Warbstow, Launceston, Cornwall. PL15 8RW

Finally we wish you a very happy Wedding Day!

I have read and accept the Standard Conditions of Hire

Signed

POUNDSTOCK GILDHOUSE – STANDARD CONDITIONS OF HIRE

As from 1st May 2013

- **Care of the building & contents.** The Hirer is responsible for the care of the building and contents, including breakages or damage. The cost of all breakages or damage will be charged to the Hirer. There must be no smoking in the building. There must be no fixtures to walls.
- **Parking.** Please do not obstruct accesses or the highway.
- **The use of the building.** The Hirer must not sub-let or use the building for purposes other than that agreed in the booking form.
- **Electrical equipment.** The Hirer is responsible for ensuring that electrical equipment brought on to site is safe and in good working order.
- **Security.** The Hirer is responsible for ensuring that the building is properly locked and made secure after use.
- **Access to the building.** The Hirer must ensure that arrangements are in place for access to the building, either by agreement of collection of the key or that a member of the committee unlocks for you. Arrangements for return of the key must be made.
- **Children's events.** The Hirer shall ensure that only fit and proper persons have access to the children.
- **Cancellation by hirer.** Cancellation by the Hirer up to 1 month before the event, the deposit will be returned less an administrative cost. In the event of a cancellation made between 1 month and 1 week before the event, the deposit will only be returned if an alternative booking is made. A cancellation within the week before the event will result in loss of the full booking fee.
- **Cancellation by the committee.** If, due to unforeseen circumstances, a booking has to be cancelled by the committee an appropriate refund will be made.
- **Use of churchyard.** The churchyard provides a beautiful setting for the Gildhouse. You are very welcome to use it, but please do so sensibly and respectfully. If you wish to erect a marquee, tent, gazebo or similar within the churchyard a fee of £50 is payable; structures should be no bigger than 8m x 4m and should be placed within the designated area near the lychgate, well away from gravestones and memorials. Fireworks, Chinese lanterns, barbecues, hog roasts and the like are not appropriate anywhere in the churchyard and should not be used.
- **End of hire** The building must be left in a clean and tidy state and rubbish removed. **All electrical appliances must be switched off. PLEASE DOUBLE CHECK!**

HIRERS ARE EXPECTED TO HAVE READ THESE TERMS AND CONDITIONS AND AGREE TO THEM ON THE BOOKING FORM. Any problems that arise as a result of not having read them are the responsibility of the Hirer.