

MYDDFAI COMMUNITY HALL AND VISITOR CENTRE
BOOKING REQUEST FORM – WEDDING



HIRE DETAILS

Date(s) required _____

Name of Hirer(s) _____

Tel No _____ Mobile _____

Address _____

E-mail address _____

Total number of guests expected _____ Caterer _____

COST OF HIRE-

£1200 (no vat).

Which includes the use of the Main Hall, Meeting room & Balcony on the day of the wedding (all day) up until 12 midnight. Plus use of the café area after 5pm on the wedding night. This one off cost also includes setting up/decorating from 12noon the afternoon before & up until 12noon on the day after the party for clearing up. Also included is the use of the kitchen (after 5pm) plus use of all kitchen equipment, crockery, cutlery & glasses if required. The kitchen & café area is available earlier than 5pm by arrangement, but will incur an additional charge of £25/hr.

Plus if you require the hall after 12 noon on the Sunday (eg for a BBQ) the cost is £20/hr.

Additional Requirements

Tablecloth hire number required _____ @ £7 each =£ _____ Chair covers @ £1.50ea _____ (sashes extra)

Use of marquee (12m x 6m) £250 Y/N _____ = £ _____

Café closing early (before 5pm) £25/hr _____

Wedding Ceremony fee £350 Y/N _____

Hall hire after 12noon Sunday £20/hr _____

Total Booking Charge £ _____

Deposit required is 20% of the total estimated booking fee

The balance amount is due in full 3 weeks before the event. Please note- some party events will require an additional damage waiver deposit, please ask booking secretary for details.

I enclose a deposit cheque/cash for the amount: £ _____

DECLARATION

I have read and agree to abide by the Terms and Conditions of Hire & Health & Safety Policy Document

Signed _____ Date _____

Send this form and your cheque, made payable to 'Myddfai Ty Talcen Ltd', for the deposit to the The Booking Secretary, Myddfai Community Hall & Visitor Centre, Myddfai, Llandovery, Carmarthenshire, SA20 0JD. Or BACS payment to a/c 76025861 sort code 53-70-32
Booking Secretary –Lesley Griffith les@myddfai.org or Tel: 01550 720449 or 07879 119223