



HALL HIRE BOOKING FORM

Selsey Town Council
55 High Street, Selsey,
West Sussex, PO20 0RB
Tel: 01243 605803 Fax: 01243 605804
enquiries@selseytowncouncil.gov.uk

NAME/ORGANISATION:

ADDRESS:

CONTACT NO.:

EMAIL ADDRESS:

NAME OF PERSON SUPERVISING EVENT (Min. age 21 years):

DATE/S OF HIRE:

PURPOSE OF HIRE:
If working with children or vulnerable adults proof of DBS checks must be provided

TIME/S OF HIRE: Start am/pm
Finish am/pm

NUMBER ATTENDING:

HALL/SPACE REQUIRED: (Please tick all required)

LARGE HALL	
COUNCIL CHAMBER	
EXHIBITION HALL	
* KITCHEN	SHARED
	SOLE USE

*If you are happy to share the kitchen with other users no charge will apply. Exclusive/Sole use incurs a fee of £16.00

Note: NO BOUNCY CASTLES, SMOKE MACHINE, OR SMOKING

- Bookings are only confirmed once a completed booking form and relevant payments have been received by STC.
- When hiring the kitchen please advise whether you require use of our cutlery so relevant keys can be provided.
- No rubbish to be left on site overnight, please put in bins at side of Large Hall.

ADDITIONAL REQUIREMENTS/INFORMATION: (Please tick all required/apply)

Will there be alcohol at your event Y/N	
ALCOHOL REQUEST FORM - £21.00	
A BOARD/PAD - £5.00	
PROJECTOR/SCREEN - £5.00	
LATE NIGHT EXTENSION (for after 10pm)	

		QTY
TABLES: (14 long or 8 Round)	Round	
	Long	
CHAIRS		

PAYMENT REQUIRED: (see reverse of sheet for all hire charges)		£	Date Received	Receipt No.
HALL/SPACE HIRE CHARGES	£			
ADDITIONAL CHARGES	£			
TOTAL COST	£			
		Damage Waiver Bond <i>(See terms and conditions)</i>		
		50% Deposit <i>(non-refundable)</i>		
		Balance <i>(Due no later than 1 month prior to hire date)</i>		

PLEASE BE SURE TO FULLY READ OUR TERMS AND CONDITIONS BEFORE SIGNING THIS FORM

I/We have read and understood the the Selsey Town Council's Standard Terms and Conditions of Hire as attached and agree to fully abide by them. I understand that as per the Data Protection Act 1998 the data on this form will not be used for anyother purposes other than in connection with the hire of halls and/or equipment. I understand that all bookings must be paid for in advance.

Signed:

Date:

Print Name:

On Behalf of:

For office use only:

BOOKING SYSTEM		INVOICE NUMBER		POSTED/RECEIPTED	
DIARY		HALL CHECKED		CHECKLIST TO OPS	



Welcome to the Town Hall Complex!

The pricing below refers to all Halls available for hire from Selsey Town Council, unless otherwise stated.

STANDARD PRICING	WEEK DAY SESSION COSTS		WEEKEND SESSION COSTS
	DURATION	DAY (9am to 5pm)	EVENING (5pm to 10pm)
1 Hour Session	£14.00	£16.00	£16.00
2 Hour Session	£18.00	£22.00	£22.00
3 Hour Session	£25.00	£30.00	£30.00
Each Additional Hr	£9.00	£9.00	£9.00

ADDITIONAL CHARGES

Late Use	£16 per hour for each additional hour after 10pm to 12am
The Arena	£10 per hour in addition to the hall hire charge above
Sale of Alcohol	£21 - A Sale of Alcohol form must also be completed
Kitchen Area	£16 per session - This is for sole use of the kitchen facilities
PA System	£5 per session - Selsey Centre only.
Projector	£5 per session - This includes the Projector and Screen
Flip Chart	£5 per session - This includes flip chart and stand

VENUE DETAILS	Room Size	User Details
Large Hall	W24.8' x L44.9'	85 seated at table, 150 seated without tables
Council Chamber	W15.6' x L27'	40 - at tables, 60 seated without tables
Exhibition Hall	29.5' x L44.3'	Maximum capacity 150

PAYMENT DETAILS

Payment can be made by Cash, Cheque or BACS. Cheques should be made payable to Selsey Town Council.
BACS: Barclays Bank PLC, Account No. 00361631, Sort Code 20-20-62

WEDDING CEREMONY

The Council Chamber at our Selsey Town Hall Complex is fully licensed and makes the perfect venue for your Wedding Ceremony.

Our basic package is only £100 please ask a member of the team for full details.

Note: This does not include the booking of a Registrar which you must arrange yourselves by contacting the West Sussex Register Office - 01243 642122

Ask a member of our team for full details on Marriage Ceremonies and a Ceremony Booking Form

CANCELLATION POLICY

Selsey Town Council reserves the right to cancel the hiring in the event of special circumstances, see Terms and Conditions for full details.

Cancellations fee's may apply if insufficient notice is given, see Terms and Conditions for full details.

DAMAGE WAIVER BOND

A damage waiver bond cheque is required from all users and held by Selsey Town Council. Providing no damage is incurred the bond will be returned or destroyed as you wish. Please see our Terms and Conditions for full details.

**NOTE: Bouncy Castles, Smoke Machines and Smoking is strictly prohibited on these premises
ALL BOOKINGS MUST BE PAID FOR IN FULL IN ADVANCE.**

Selsey Town Council reserves the right to amend details as and when required without prior notice.