



## CALSTOCK ARTS

The Old Chapel, Sand Lane, Calstock, Cornwall PL18 9QX  
telephone : 01822 833183 email and website : [www.calstockartsvenuehire.co.uk](http://www.calstockartsvenuehire.co.uk)

### BOOKING ENQUIRY

No booking is confirmed until this form is received by Calstock Arts and we have returned a Confirmation of Booking to you

- Current hire rates are applicable
- A deposit of £50 will be required to secure the booking and which may be partially or wholly withheld on late cancellation. In certain circumstances, a further deposit may be requested to cover damage or extra cleaning after the event
- By signing this document, you also agree to the Conditions of Hire attached
- Users are responsible for any relevant safeguards regarding insurance, health and safety, CRB and other checks where necessary

|   |                                     |
|---|-------------------------------------|
| <b>Name of Hirer:</b>   |                                     |
| <b>Address:</b>   |                                     |
| <b>Tel. No.</b>   | <b>E mail address:</b>              |
| <b>Number of attendees expected:</b>  |                                     |
| <b>Date of Event:</b><br><b>Times of event:</b>   | <b>From:</b> _____ <b>To:</b> _____ |
| If you need setting up/clearing up/rehearsal time prior to or after your booked session (eg the day before /after), please complete below. An additional hourly charge will be applicable. Please let us know if you require access for florist or to decorate for instance, as we have other events taking place at the Old Chapel and will need to organize access for you. |                                     |
| <b>Setting up date</b><br><b>Times:</b>   | <b>From:</b> _____ <b>To:</b> _____ |
| <b>Clearing up date</b><br><b>Times:</b>  | <b>From:</b> _____ <b>To:</b> _____ |

|   |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
|---|---|---|---|-----------------------|---------------------------|-------------------------|------------------------------------|--------------------------|------------------------|-----------------------|-----------------------------------|---|--|---------------|--|--|---|--|--|--|--|--|---|--|--|
| <b>Purpose of hire:</b><br>(please circle where applicable)   | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><b>Party</b></td> <td style="width: 33%; text-align: center;"><b>Wedding</b></td> <td style="width: 33%; text-align: center;"><b>Civil Ceremony</b></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><b>Registrar booked?    Yes/No</b></td> </tr> <tr> <td colspan="3"><b>Other:</b></td> </tr> <tr> <td><b>Public or Private Event</b></td> <td colspan="2" style="text-align: center;"><b>Amplified music/ piano will / will not be required</b></td> </tr> </table>   | <b>Party</b>                            | <b>Wedding</b>                              | <b>Civil Ceremony</b> |                           |                         | <b>Registrar booked?    Yes/No</b> | <b>Other:</b>            |                        |                       | <b>Public or Private Event</b>    | <b>Amplified music/ piano will / will not be required</b> |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Party</b>  | <b>Wedding</b>  | <b>Civil Ceremony</b>                   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
|   |   | <b>Registrar booked?    Yes/No</b>      |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Other:</b>   |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Public or Private Event</b>  | <b>Amplified music/ piano will / will not be required</b>   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Facilities required:</b> (please circle where applicable)  | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><b>Main Auditorium</b> (max.104 seated)</td> <td colspan="2" style="text-align: center;"><b>Upstairs Gallery/Bar</b> (max 16 seated)</td> </tr> <tr> <td><b>Kitchenette</b> (see N</td> <td style="text-align: center;"><b>Bar</b> (see Note 2)</td> <td style="text-align: right;"><b>Kitchen</b></td> </tr> <tr> <td><b>Office/Green room</b></td> <td style="text-align: center;"><b>Outside Balcony</b></td> <td style="text-align: right;"><b>The Kelly Room</b></td> </tr> <tr> <td colspan="3"><b>Tables/chairs</b> (see Note 3)</td> </tr> <tr> <td colspan="3"><b>Notes:</b></td> </tr> <tr> <td colspan="3">           1. Use of the kitchenette is free. It is equipped with 10 mugs, plates and cutlery. We also have 80 place settings of dinner plates, bowls, side plates and cutlery. If you are using outside catering and would like to hire these please state what is required below:<br/>           .....dinner plates    .....side plates    .....bowls<br/>           ..... knives    ..... forks..... dessert spoons .....tea spoons<br/>           ..... mugs    .....tea pots .....cafeteires    ..... Hot water urn         </td> </tr> <tr> <td colspan="3">           2. The bar is subject to availability. It may ONLY be run by Calstock Arts staff and subject to our license. Alcohol may not be otherwise sold or consumed on the premises. We will send you a separate Bar Booking Enquiry form to establish your requirements.         </td> </tr> <tr> <td colspan="3">           3. The Main auditorium will hold 100 chairs and 10 large tables (each for 6 places) and 5 small tables (4 places). The gallery/bar will hold 20 chairs and 1 large table and 3 small tables. If any tables are removed from the main auditorium to the basement they will need to be returned .         </td> </tr> </table> | <b>Main Auditorium</b> (max.104 seated) | <b>Upstairs Gallery/Bar</b> (max 16 seated) |                       | <b>Kitchenette</b> (see N | <b>Bar</b> (see Note 2) | <b>Kitchen</b>                     | <b>Office/Green room</b> | <b>Outside Balcony</b> | <b>The Kelly Room</b> | <b>Tables/chairs</b> (see Note 3) |   |  | <b>Notes:</b> |  |  | 1. Use of the kitchenette is free. It is equipped with 10 mugs, plates and cutlery. We also have 80 place settings of dinner plates, bowls, side plates and cutlery. If you are using outside catering and would like to hire these please state what is required below:<br>.....dinner plates    .....side plates    .....bowls<br>..... knives    ..... forks..... dessert spoons .....tea spoons<br>..... mugs    .....tea pots .....cafeteires    ..... Hot water urn |  |  | 2. The bar is subject to availability. It may ONLY be run by Calstock Arts staff and subject to our license. Alcohol may not be otherwise sold or consumed on the premises. We will send you a separate Bar Booking Enquiry form to establish your requirements. |  |  | 3. The Main auditorium will hold 100 chairs and 10 large tables (each for 6 places) and 5 small tables (4 places). The gallery/bar will hold 20 chairs and 1 large table and 3 small tables. If any tables are removed from the main auditorium to the basement they will need to be returned . |  |  |
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| <b>Kitchenette</b> (see N   | <b>Bar</b> (see Note 2)   | <b>Kitchen</b>                          |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Office/Green room</b>  | <b>Outside Balcony</b>  | <b>The Kelly Room</b>                   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Tables/chairs</b> (see Note 3)   |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Notes:</b>   |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
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| <b>Please add any other information we may need to know</b>   |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Signed by:</b>   |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |
| <b>Date:</b>  |   |   |   |                       |                           |                         |                                    |                          |                        |                       |                                   |   |  |               |  |  |   |  |  |  |  |  |   |  |  |

|                          |   |
|--------------------------|---|
| <b>Please return to:</b> | <b>Sue Hindle, Lettings Manager for Calstock Arts</b> |
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