



CALSTOCK ARTS

The Old Chapel, Sand Lane, Calstock, Cornwall PL18 9QX
 telephone: 01822 833183 email and website : www.calstockartsvenuehire.co.uk

Booking Form

Name of Hirer:	
Address:	
Tel. No. E Mail Address	
Date of Hire Times am/pm	
Purpose of Hire, please tick below:-	
Wedding/Civil Ceremony Registrar Booked?	
Blessing	
Wedding Reception	
Evening Reception	
Funeral and Memorial Services	
Christening / Naming Days	
Number of Guests	
DEPOSITS	
A non-refundable deposit of £ is payable to secure the booking.	
A further deposit of £100 maybe required when the booking invoice becomes due. This covers any damage to the building and fixtures and fittings or extra cleaning required that is not covered by prior arrangements.	
Bank transfers to: Co operative Bank Sort Code 08 92 99 Account Number 65347698 Reference: Date of your event Please sign to confirm that these details have been explained and that you have received a copy of the Conditions of Hire. Dated.....	

Notes -

The Old Chapel seats 100 in the main Auditorium. This is the Maximum number of seated people permissible.	
In the main Auditorium we recommend 65 seated at tables and a further 20 in the Gallery. The Kelly Room can seat 45-50 at tables.	
In the main Auditorium we have 10 (150 x 95) folding tables, and 5 (75 x 95). In the gallery we have 4 fixed leg tables (75 x 75). In the Kelly we have 4 fixed leg tables (75 x 75) and 8 (120 x75) + business hub	
The main auditorium measures 9 x 9 metres excluding the window recess The Kelly Room is also 7.5 x 9 metres , supporting posts within that area.	
Note: The Caterer should check the equipment available in the kitchen. (No gravy boats!!)	
Note: An inventory of kitchen equipment to be completed at the end of the hire.	
Note: No deep fat fryers to be used.	
Note: All food waste and packaging to be taken away by hirer.	
Note: No dishcloths or tea towels are provided.	
Notes: Additional charges may be made for the use of the building before and/or after the hiring.	
Arrangements should be made to clean the premises and remove decorations after the hiring or the following day - to be completed by 12.00 pm.	
Alternatively cleaning can be arranged by Calstock Arts: On Saturday or Sunday, (including bank holidays): £20 per hour for cleaners – min £50 Monday to Friday: £12 per hour for cleaner – min £30	
Tables Arrangements will be made by the hirer although additional staff can be arranged if required and a charge made.	
Tables and chairs must be returned to their original location. Any movement of tables must be by the outside staircase.	
Amplified music equipment as demonstrated is required/not required.	
Because of our close proximity to residential property, any entertainment must not exceed the noise level of 96 decibels.	
All music or entertainment must cease at 10.45 pm and the building vacated by 11.30pm	
Blue/white tack, sticky tape or nails not to be used when decorating. Any hanging decorations must be hung on hooks provided and with our equipment. No large ladders to be used.	
The chrome lighting square above the stage area cannot be used for decoration purposes.	
Drinking and smoking is not permitted in front of the building – in compliance with the property license. Any person taking an outside break should use the designated area outside the Kelly Room double doors.	