

# Woodmead Halls Lyme Regis

Registered Charity Number 288969

Hill Road, Lyme Regis. Dorset DT7 3PG

## Wedding Reception Booking Form

**Form Number**.....

**Booking Secretary:** Mrs. Michaela Ellis. Resthaven, View Road, Lyme Regis, Dorset. DT7 3AA

**Telephone:** 01297 443942

**Date Required:** Wedding Reception Day/Date .....

**Organiser's Name:** .....

**Organiser's Address:** .....

**Organiser's Telephone Number:** Home .....

Mobile .....

### PERIOD OF HIRE

**Halls Required:** Large Hall: from.....hrs to.....hrs

Small Hall: from.....hrs to.....hrs

Bar: from.....hrs to.....hrs

Kitchen: from.....hrs to.....hrs

**Access:** For Setting-up and Clearing the Large and Small Hall, liaise with Caretaker Michaela Ellis.

**Type of Wedding Reception:**.....

Eg: Afternoon Reception with Buffet Meal followed by Evening Disco.

**Numbers Attending:** Wedding Reception.....  
(Maximum comfortable Large Hall seating capacity for seated meal is 130)

**Numbers Attending:** Additional for Evening Function.....

**Reception Guests arriving at**.....am/pm

**Evening Function Guests arriving at**.....pm

**Entertainment Type:** Disco/Live Band/Own Music e.g. iPod (Delete as Applicable)

**Equipment Required:** Microphone Yes/No Stage Lighting Yes/No

Projector with Screen Yes/No Wi-Fi Access Yes /No

Televisions Yes/No

**Booking Fees:** a 50% Non-Refundable Deposit is required to secure the booking and the balance of the Booking Fee, together with the Security Deposit, is required 1 Month before the booking date.

**DECLARATION: I have read and accepted the Booking Conditions for the Woodmead Halls.**

**Signature of Responsible Person 1**.....

**Signature of Responsible Person 2**.....

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## BOOKING FEES

**DAY OF RECEPTION:** All Day Hiring Rate: £.....

Please ask about eligibility for Lyme Regis Residents Booking Rates.

**USE OF KITCHEN FOR FOOD PREPARATION:** £30

**SECURITY DEPOSIT:** £100

(Security Deposit is to cover additional cleaning time if the Halls are not left in a satisfactory condition, and any breakages. It is returnable if not required.)

**No alcohol is to be brought into the Halls under the Terms of our License.**

**Please ask to see our competitively priced and comprehensive Wine List, available separately.**

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## FOR OFFICIAL USE ONLY

Wedding Reception Hire Fee: £.....

Kitchen Hire Fee: £.....

Security Deposit: £.....

**TOTAL BOOKING FEE:** £.....

50% Non-Refundable Booking Deposit of £..... Received on (date) ...../...../.....

Balance of Total Booking Fee £..... Received (date) ...../...../.....

Special Requirements:

Access for Setting-up required:

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January 2014

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## GENERAL INFORMATION about the LARGE Hall, SMALL Hall and KITCHEN

### Approximate Size of Rooms

**Large Hall.** ( Excluding stage.) 8.8 Meters x 17 Meters **Small Hall.** 8.0 Meters x 5 Meters

**Stage.** Front 6.5 Meters x Depth 5.4 Meters

**Dressing Rooms.** (3) 4.0 Meters x 3.0 Meters

**Licensed Capacity** :- **Main Hall**, all events **250** People **Small Hall**, all events **75**. People

### SEATING CAPACITIES

**Seating Capacity-Conference.** Large Hall: **250**

Small Hall: **75**

**Seating Capacity with Tables-** Large Hall: **130**

Small Hall: **36**

(Subject to Table Layout)

### NUMBER AND DIMENSIONS OF TABLES

**LARGE TABLES:** Length: 183cm/6ft/72ins Width: 69cm/2ft 3ins/27ins **NUMBER AVAILABLE: 26**

**ROUND TABLES:** 10 Round Tables which each seat 10 people are also available

**SMALL TABLES:** Length: 91cm/3ft/36ins Width: 69cm/2ft 3ins/27ins **NUMBER AVAILABLE: 23**

### SEATING

**SEATING TYPE:** Banqueting Chairs

**NUMBER AVAILABLE:** Large Hall: 210 Small Hall: 50

### DECORATION

Ceiling drapes (white and/or pink) are available for an extra £100.

Chair covers for weddings can also be provided at a cost of £2 per chair.

### KITCHEN

**Crockery:** Sufficient for 130 place settings available.

**Equipment:** 4 ovens, 1 hot cupboard, 2 fridges, 1 freezer, 1 microwave, 1 commercial dishwasher and 1 water boiler