



2020

# Wedding Reception Booking



Village Hall Committee

Polruan Village Hall

1/1/2020

# Polruan Village Hall

Registered Charity: **282085**



## Wedding Reception Weekend

Thank you for choosing Polruan Village Hall for your Wedding Reception. Before you complete the booking form, please:

- Read the information provided below
- Read our **STANDARD CONDITIONS OF HIRE** available at [www.polruan.org](http://www.polruan.org)
- Contact us by phone on 01726 870953 or email to [kathrynehill39@gmail.com](mailto:kathrynehill39@gmail.com) to check availability and reserve your chosen dates.

### Polruan Village Hall Wedding Reception Weekends

Our Wedding Reception Weekend fixed price provides you with **exclusive** access to the premises, grounds and facilities from 3pm Friday until 3pm Sunday. This will allow you the **flexibility** to accommodate a Saturday Wedding Reception at the time of your choosing, with ample time to set up on the Friday and to clear up on the Sunday. You could even choose to hold an additional event such as a 'Brunch' on the Sunday morning if you wish. The Weekend can be **extended** by a further day to incorporate the Monday following the weekend, for an additional £50. We recommend that you make your Bookings as far in advance as you can, to be more certain of availability.

Wedding Receptions on other days of the week can occasionally be accommodated, please ask for details.

Wedding Reception Weekends are charged at a **fixed price of £150**. A cheque for an additional £50 will also be required which will be returned/destroyed after the event, less any charges for breakages or damages to the property. Payment is required at the time of booking.

### What is included?

The fixed price includes:

- Exclusive use of the building, grounds and facilities.
- Hire of tables and chairs; the main hall can accommodate up to 84 seated for a Wedding Breakfast and up to 140 for an Evening Reception (in accordance with fire regulations).
- Your caterer will have full access to our kitchen facilities.

You have flexibility to decorate the premises as you wish. Decorations can be hung on the walls and ceilings, however, please do not use *blutack* or adhesive tape i.e. *sellotape*, etc. as this may damage the paintwork. You may position a number of small hooks around the hall and we can recommend other means of affixing decorations if you require.

A key will be made available to you by our Bookings Secretary prior to, or on, the Friday and the Hall should be locked by yourself and the key returned to the Bookings Secretary on completion of your hiring.

We are sorry, but we cannot provide help with setting out tables and chairs, decorating, catering etc and we do not provide table cloths. We also ask that you tidy everything away following your event and leave the premises as you found it. We will provide access to cleaning equipment. If you have excess rubbish that does not fit, or is not suitable for placing in the external wheelie bins, please take it home with you.

**Licensed Bar.** The hall is licensed for the sale and/or serving of alcoholic refreshments until 23.30 Monday to Saturday and until 23.00 on Sunday.

**Music.** The hall is licensed to play music from 12.00 until 23.59 Monday to Saturday and until 23.00 on Sunday. The main hall includes an integrated sound system with 5 CD changer available for your use. Portable devices can also be connected. A wireless hands-free microphone system is also available on request.

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Please complete and return to:

Miss K Hill, PVH Bookings Secretary, 39 Fore Street, Polruan, Cornwall, PL23 1PH



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## Facilities Include:

**Electricity:** The hire charge for the hall will include the cost of electricity for the standard lighting provided in the hall. Electricity usage for the heating, air-conditioning and through the power points will be the responsibility of the Hirer, who will pay for it through the cash pre-payment meters fitted in the main hall.

**Tables and chairs:** The hall has 6 collapsible rectangular tables (2ft 6ins by 6ft) and 7 collapsible square tables (2ft 6ins by 3ft) and 100 chairs. You can fit up to 6 chairs round the rectangular tables and 4 chairs around the smaller tables. If required, a small number of additional tables may be available. The maximum capacity for a Wedding Breakfast is 84 seated. Please identify any additional requirements with your Catering Provider and discuss this with the Bookings Secretary as soon as possible. Several small wooden tables are also available for use on the verandah.

**Kitchen:** The well-equipped kitchen includes an electric oven, a hob, a refrigerator, a freezer, a large capacity water boiler (urn), two electric kettles, a microwave and two coffee makers. Crockery, glasses and cutlery are also available, along with a wide selection of kitchen utensils.

**Car Parking:** The large, easily accessible, St Saviours Car Park offers ample parking for you and your Guests. The Car Park has two electric vehicle charging points fitted.

**Outside space and playing field:** There is a well-tended lawned area to the side of the building with magnificent views across the Fowey Estuary. Leading directly out from the main hall there is a covered verandah overlooking the lawned area, with several benches providing outside seating space. No animals are allowed on site. For health and safety reasons animals are not allowed inside the hall or on the lawned area. Dogs can be exercised on the adjacent grassed Bound.

If you choose to hire a small bouncy castle or marquee these can be placed on the lawned area, however please discuss the positioning with us in advance as it may impact on the hall fire exits. You or the company you are hiring these from must have the appropriate insurance for these activities.

**Disabled access:** All our doorways are wide access and there are easy access toilet facilities. There are no significant floor level changes inside the building. The Stage area is accessed from the end of the main hall.

**Baby Changing Unit:** There is a waist-high retractable unit located in the Unisex toilet area.

**Once you have confirmed your chosen date with us by email or phone, please complete and return the booking form below:**

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## Wedding Reception Weekend Booking Form

### 1. The Hirer

Title:	
Name:	
Address:	
Telephone Number:	
Email:	

### 2. The Bride & Groom

Brides Name:	
Grooms Name:	

### 3. The Wedding Date

Date of Wedding:	
<i>For a Saturday wedding the terms of your hire allow you access to the hall from 3pm Friday to 3pm Sunday.</i>	

### 4. Guests

Approximate number of guests:	Day:	Evening:
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### 5. Additional Day Booking

Additional Day requested:	Date:	Finish Time:
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## Confirmation of Booking & Payment

To confirm your booking the full payment of £150 is required. Our prices may be subject to a small annual increase; to guarantee your price for a wedding taking place in a future year full payment is required at the time of booking. If you request to extend your Hire period to include the Monday following the Weekend and you have agreement from the Bookings Secretary, the full payment will be £200.

### PAYMENT.

By **Cash**, paid to the Bookings Secretary, Miss Kathryn Hill

By **Cheque(s)**, made out to: **POLRUAN VILLAGE HALL**

**If sent by post, please mail to:** Miss K Hill, 39 Fore Street, Polruan, Cornwall, PL23 1PH

By **BACS Transfer** to: Lloyds Bank Sort Code 30-97-28 A/C 02311508

**I agree to be present during the period of hire and to ensure that the Standard Conditions Of Hire, which form part of the terms of this Booking, are adhered to.**

**I understand that Polruan Village Hall accepts no liability for my use of the Hall and any associated public liability responsibility regarding the property and facilities provided.**

**SIGNED:**

**Date:**

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