

SEWERBY HALL AND GARDENS

Venue Hire Form 2021 - 2022

Sewerby Hall and Gardens has a range of dedicated spaces to suit your requirements.

In the courtyard, our Old Laundry Block houses two training rooms which can be used for meetings or small conferences. The house itself is home to the Board Room, the Small Meeting Room and the Goodin Room. The Orangery has stunning views of Bridlington Bay and can be hired for any special occasion, conference or meeting.

Please call (01262) 673769 to check availability first. Once confirmed, complete this form and send it to us at:

Sewerby Hall and Gardens,
Church Lane, Sewerby,
East Riding of Yorkshire YO15 IEA

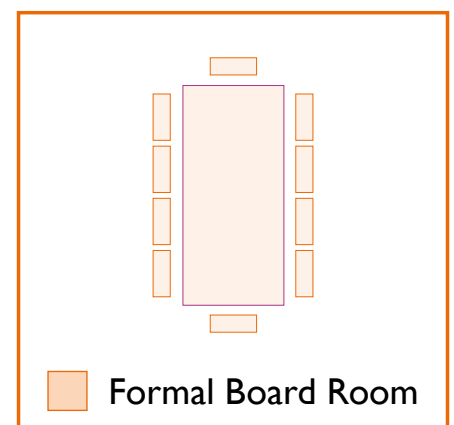
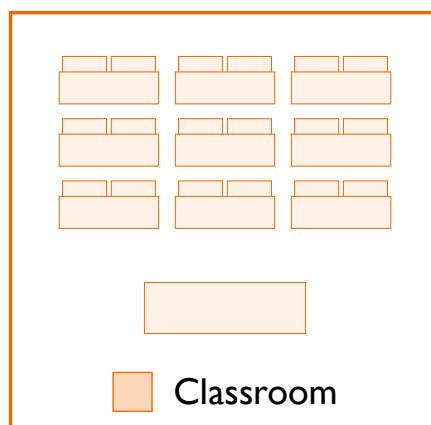
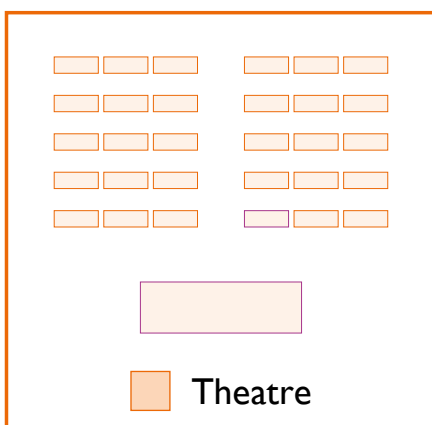
or email sewerby.hall@eastriding.gov.uk

Full name and address of hirer:

The date(s) of the room hire:

The time(s) of the room hire:

Indicate here which room you wish to book using the tick box:
(Please see next page for hourly rate/capacity etc)



Number of people attending the function:

Indicate the equipment you require: (Subject to availability)

Large TV Flip chart, stand and pens Laptop

ERYC network access (excludes the marquee) Photocopying (£1.20 per ten copies)

IMPORTANT - If you plan on bringing your own laptop or memory stick please contact us for compatibility details before you arrive. All electrical equipment must be PAT tested.

Room Capacities and Locations							
Room	Max Length	Max Width	Layout			Disabled Friendly?	Location
			Theatre	Classroom	Formal Board Room		
	ft.	ft.	Maximum Capacity				
Orangery	62	23	120	80	40	Yes	Ground
Training Room 1	16	21	20	20	20	Yes	First
Training Room 2	17	15	15	15	15	Yes	First
Board Room	20	18	N/A	N/A	12	Yes	Second
Goodin Room	15	15	N/A	N/A	10	Yes	Second
Marquee	36	18	10 Picnic Tables			Yes - Grass/ Bark Mulch	Outside
Small Meeting Room	12	10	N/A	N/A	4	Yes	Second

Hourly Room Rates*				
	Orangery	Training Room 1 or 2	Board Room, Small Meeting Room or Goodin Room	Marquee
Educational or East Riding of Yorkshire council	£30	£25	£20	£8
Private or Business	£40	£35	£30	£8
Per Day (9am - 5pm)	£220	N/A	N/A	N/A

Room Name:

Date:

Time:

Cost: £

DETAILS OF OUR HOSPITALITY AND CATERING CAN BE FOUND ON THE NEXT PAGES.

Do you require refreshments? Yes No

If YES please state the times that you would like the refreshments:

AM:

Lunch:

PM:

PAYMENT

Cheque payable to East Riding of Yorkshire Council enclosed.

Payment on arrival (Cash, Cheque, Debit or Credit Card).

Please supply an invoice

Receipt Number:

IDA / Sunday Debtor Sent?

Office Use Only

East Riding of Yorkshire Council cost and detail codes:

/

Total £

Signed by Hirer

Date

Hospitality (2021 - 2022)

Drinks Menu	Please Tick
Option A: £7.35 per person	
Fresh filtered coffee on arrival	
Mid-morning tea or coffee with homemade flapjack	
Afternoon tea or coffee with biscuits	
Chilled bottled water	
Option B	
Jug of coffee or tea: £11.50 (per ten people)	
Basket of biscuits: £5.25 (per ten people)	
Chilled water: £1 per bottle	

Lunch Menu	Please Tick
Option A: Cold seated menu: £12.80 per person	
Sliced sugar baked ham	
Sliced best British topside of beef	
Warm oven baked jacket potato with spicy coronation chicken	
Mixed tossed seasonal salad	
Luxury coleslaw in a light mayonaise dressing	
Crispy baked baguette	
Homemade scone with cream and jam	
Fresh orange juice	
Option B: Finger Buffet £8.95 per person	
Fancy rolls	
Breaded mini chicken fillets	
Onion bhajis	
Seasonal fruit platter	
Option C: Finger Buffet £8.95 per person	
Fancy rolls	
Vegetable samosa	
Sausage rolls	
Selection of Clock Tower cakes	
Option D: Finger Buffet £8.95 per person	
Fancy rolls	
Chicken satay skewers	
Moroccan Falafel (v)	
Selection of Clock Tower cakes	

All orders must be placed with a minimum of 72 hours' notice. For bookings below ten people, a surcharge of £15 will be applied.

Cancellation charges:

Notice period	Charge
96 hours +	No charge
72 hours	25 per cent of total charge
48 hours	50 per cent of total charge
24 hours	75 per cent of total charge
Same day	100 per cent of total charge

Full name and address of hirer:

The date(s) of the room hire:

If you have any additional comments or special dietary requirements please write them here:

Internal use only

Date received:

Documentation checked:

Passed to catering: