



MERCHANT ADVENTURERS' HALL HALL HIRE APPLICATION FORM

Please read the enclosed Conditions of Hire before completing this form.

When you have completed the form please keep the green copy and return white copy to:

Hall Manager, Merchant Adventurers' Hall, Fossgate, York, YO1 9XD. Telephone: 01904 654818. Fax: 01904 616150

Email: enquiries@theyorkcompany.co.uk Website: www.theyorkcompany.co.uk

Registered Charity No: 235256 VAT Registration No: 475 4666 09

1. Name, address, telephone and e-mail of _____
person responsible for obligations of the
Hirer under this agreement _____

Postcode _____ Telephone _____

E-Mail _____

2. Date of Function _____

3. Type of Function _____

4. Hours:

a) times for setting up and taking down
(for exhibitions etc only)

from _____ to _____

b) time of guests' arrival _____ (For civil ceremonies, 15 minutes prior to Hall Hire
commencing)

c) time of guests' departure _____

5. Area of Hall required (please tick) Great Hall Undercroft Other

6. Expected number of guests _____ (maximum 180)

7. Name of proposed caterer _____

8. Name and contact details of
proposed entertainer _____

Extras:

9. Open Fire (please tick): This can be provided in the Reception Area at a charge of £30

10. Civil Marriages (please tick): Our charge for a Civil Marriage Ceremony is £55

11. Sound System (please tick): The charge for the use of the sound system is £50

12. Early Admission (please tick): The charge per extra hour is £125 3pm 4pm

I have read, understood and accepted the Conditions of Hire.

Signature: _____ Date: _____

Hire Charge: £ . Please enclose half of the hire charge now as a deposit, this will be non-returnable on acceptance of this application. The balance is due 3 months before the date of the function. An invoice will be sent out in advance of this as a reminder for payment. Payment can be made by card, BACS transfer or cheque (cheques should be made payable to: 'York Merchant Adventurers' Company'). The Hire charge is not subject to VAT. The Hall is Charitable Property and the hire charge goes solely towards its maintenance.