



MATTHEWS HALL BOOKING FORM 2019
Bookings manager: Mrs Veronica Coe 01392 876865
Caretaker: Louise Russell 07736 735181
 Matthews Hall, Fore Street, Topsham, Exeter, EX3 0HF
Website: www.matthewshalltopsham.co.uk
Email : info@topshamcommunityassociation.co.uk

INVOICE NO:

DATE:

HALL/FACILITIES	DATES OF HIRE	Number of Sessions	Cost per session £	Community & Charity Rate £	Total £
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MAIN HALL

Sunday (all day)			158	118	
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Day time

4 hours			68	51	
2 hours			37	28	

Evening

4 Hours - Parties			110		
4 hours - All other activities			90	68	
2 hours			52	39	

COUNCIL CHAMBER

Day time

4 hours (daytime)			30	23	
2 hours (daytime)			18	14	

Evening

4 hours (evening)			35	26	
2 hours (evening)			20	15	

CAFÉ

Use of café bar-day times and evenings - supplementary charge

Full catering			37	27	
Hot and cold drinks only			22	16	

Alcohol licence

			10	10	
Responsible person					

TOTAL CHARGE

					£
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Deposit paid

£

Cheque payable to Topsham Community Association Limited, posted to Veronica Coe at 38 Fore Street EX3 0DU or by BACs, see over.

Name of hirer:.....

Address:

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Organisation:

Telephone no.(evening)(day time)

Email address.....

I/we enclose the sum of £..... in accordance with Topsham Community Association Limited's scale of charges for 2019

I/we have read and agreed to observe all of Topsham Community Association Limited's Regulations for Hiring.

Signature: