

# Self catering charges



## Room hire charges

	Mon-Fri	Sundays
Buile Hill Park Hall	£1500.00	£1800.00
The Court House, Worsley	£1000.00	£1200.00

NB: Hire charges are non-negotiable.

The room hire charge is based on a maximum of nine hours, anything over will be charged at the pro-rata hire charge above. The nine hours rate is the minimum charge. The hire includes the use of halls and kitchens, tables, chairs and cloths. The kitchen will be supervised.

## General conditions

All hire charges are subject to the conditions of lettings – please refer to this for more detailed information\*.

50% of the hire charge will be required as part payment at the time of booking. The full balance of the hire charge will be payable 28 days before the function, plus a bond of £500. This bond will be returned as soon as possible when the management is satisfied that no further costs have been incurred.

## Equipment hire

Cutlery, crockery, glasses and kitchen equipment are available to hire for your self-catering function. Hiring directly from us is convenient and competitively priced.

## Stewarding

The hire rate includes one steward for the duration of the event (that is when guests are in the building).

If the management think one steward is not adequate, we reserve the right to provide further stewards and deduct the cost from the deposit.

## Hire details:

- You need to provide a minimum of one month's notice, in writing, to hire the equipment.
- The hire period is only for the period of the room hire.
- All items will only be hired out in units of 25 and multiples thereof.
- All equipment hire charge payments will be required a minimum of 10 days prior to the date of the event.
- Any shortages or breakages will be charged for at full replacement cost and will be taken out of the bond.
- The hirer is responsible for the safe handling of all equipment during the hire period.
- The use of propane gas will not be accepted.
- Two trained members of staff will be provided to wash the hired equipment if that hire charge is more than £200.
- Completion and submission of the hire request list does not equal confirmation of equipment availability. Some items of equipment are subject to availability.

NB: Numbers exceeding 300 covers may be made up of two different crockery styles.

## Condition of hall after use

The hirer should leave the premises and its contents in the same clean order as found.

Although we have an obvious cleaning requirement after each event, if the premises are not left in good order, any additional cleaning will be recharged to the hirer via the bond. If this is considered to be necessary the hirer will be informed, where possible within 48 hours of the event.

**\*Please visit our website at [www.foodinsalford.info](http://www.foodinsalford.info) or ask our reception for a complete copy of our terms and conditions.**

# Equipment hire request form

<b>Please complete in BLOCK CAPITALS</b>	
Name:	Address
Date of event:	
Type of event:	
Time required:	
Number of people:	

\* Office use only

Item	No. req'd (multiples of 25)	Unit cost	Total cost	No. available*	No. returned*	Shortages/ breakages
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## Crockery

10" dinner plate		20p				
9" buffet plate		20p				
8" fish plate		20p				
6" side plate		20p				
cup and saucer		20p				
8" soup plate		20p				
6" dessert bowl		20p				

## Sundries

trays		50p				
coffee pots		£1.25				
chafing dishes		£8.00				
serving spoons		40p				

Item	No. req'd (multiples of 25)	Unit cost	Total cost	No. available*	No. returned*	Shortages/ breakages
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## Cutlery

dinner knife		15p				
dinner fork		15p				
side knife		10p				
dessert spoon		10p				
dessert fork		10p				
teaspoon		5p				
soup spoon		10p				

## Glassware

6oz paris goblet		20p				
5oz wine flute		20p				
10oz slim jim		20p				
1 ltr jugs		20p				

<b>Total ex VAT</b>	<b>£</b>					
<b>VAT</b>	<b>£</b>					
<b>Total inc VAT</b>	<b>£</b>					