



# Stourton Memorial Hall Facility Request Form

Hired by \_\_\_\_\_

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Date of hire \_\_\_\_\_

Item		Number Required	Number Set Out	Number Returned	Number Short
	Dinner Plate 10 inch <i>(£4.00)</i>				
	Dessert Plate 8 1/2 inch <i>(£3.50)</i>				
	Tea Plate 6 1/2 inch <i>(£3.00)</i>				
	Cereal Bowl 6 inch <i>(£3.00)</i>				
	Cup & Saucer <i>(£2.00 per item)</i>				
	Mug <i>(£3.00)</i>				
	Hi Ball Glass 10 oz <i>(£2.00)</i>				
	Wine Glass 10 oz <i>(£2.00)</i>				










Your requirements must be notified to us at least 48 hours before your booking. Either by posting this form, by email or through the form on our Website.

SMH Bookings, Top Lane Farm, BA12 6QA : [bookings@stourtonmemorialhall.co.uk](mailto:bookings@stourtonmemorialhall.co.uk) : [www.stourtonmemorialhall.co.uk](http://www.stourtonmemorialhall.co.uk)

At the end of your hire please ensure the items are **CLEAN AND DRY** and stacked where you found them.

*The £ figure in red will be charged, per item, for shortages.*

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Item		Number Required	Number Set Out	Number Returned	Number Short
	Table Knife <i>(£2.00)</i>				
	Table Fork <i>(£2.00)</i>				
	Dessert Spoon <i>(£2.00)</i>				
	Tea Spoon <i>(£1.50)</i>				
	Water Jug <i>(£3.00)</i>				
	LCD Projector Hire £10			Step Ladder Health & Safety procedures required F.O.C.	
	Sound System Your 3.5mm jack input F.O.C.				
	Sound System Full use, Mics, DVD player £10				

Please note: We have sufficient crockery, cutlery and glasses for 80 place settings only