**Newton Leys Pavilion**

Furzey Way, Newton Leys, MK3 5SP

**One Off Booking Form**

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

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| **Date of Hire:** |  | **Day:** |  |
| **Start time: (to include set up and clear up times)** |  | **Finish time:** (by which time the building will be clean and tidy and all attendees out) |  |
| **Name of User:** |  |
| **Hirer’s Name:** |  |
| **Hirer’s Address:** |  |
| **Postcode:** |  |
| **E-Mail address:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Home Phone:** |  | **Mobile:** |  |
| **Activity description:** |  |
| **Space Required?** (Please circle below)  | **Expected Number Attending** |  |
| **Sports Hall** | **Community Hall** | **Meeting Room** | **Counselling Room** |
| **Use of BFSTC Equipment** | **Tables Required: Chairs Required:** |
| **Additional Equipment:**Please specify any equipment being used on the premises eg PA system, Bouncy Castle etc. |  | **Agreed by TC** (sign) | **Insurance/Testing in Place**(Y/N) |
| **Catering Provision:**Please give detail of provider where catering is being provided |  | **Use of Kitchen Required**  | (Y/N) |
| ***Please note that exclusive use of the kitchen is not possible as in instances where both halls are booked the kitchen will need to be shared by both bookings*** |
| **Entertainment:**Please detail any planned entertainment being booked for this function |  | **Agreed by TC** (sign) |
| **Alcohol:**Alcohol will not be permitted without prior consent from TC. | **Consumption of Alcohol Agreed TC** (sign) | **Sale of Alcohol Agreed by TC** (sign) | **Licence for Sale of Alcohol** (copy taken) |

**Hire Charges**

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| --- | --- |
| Sports Hall - £27 Per Hour Events open to the community - £22 Per Hour | Community Hall - £22 Per HourEvents open to the community - £16.50 Per Hour |
| Large Meeting Room - £16.50 Per HourLarge Meeting Room (community rate) - £13 | Small Meeting Room - £8 Per HourStorage Cupboard - £11 Per Week |
| Saturday Hire – Full Venue Hire **only** from 5pm – 11.45pm - **£500**Early Hire from 1pm – 11.45pm - **£600** | Sunday Hire – Full Venue Hire **only** from 5pm – 10.30pm - **£300**Early Hire from 1pm – 10.30pm - **£400**  |

**DECLARATION:**

By signing this application, I agree to comply with the Terms and Conditions of Hire and Fire Safety Procedures (given separately).

I also confirm that adequate Public Liability Insurance (PLI) and any other relevant insurances and licences are held.

**Hirers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_