**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 Hour Events open to the community - £16.50 Per Hour |
| Large Meeting Room - £16.50 Per Hour  Large Meeting Room (community rate) - £13 | Small Meeting Room - £8 Per Hour  Storage 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_