

Newton Leys Pavilion
Furzey Way, Newton Leys, MK3 5SP

Block Booking Form

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Name of User Group:							
Hirer's Name:							
Hirer's Address:							
Postcode:							
E-Mail address:							
Home Phone:				Mobile:			
Activity description:							
Space Required? (Please circle)							
Sports Hall			Community Hall			Meeting Room	
Kitchen			Small Office/Counselling Room				
Storage Required? <small>(Detail of space required and what will be stored)</small>				BFSTC Equipment Required <small>(Chairs Tables etc)</small>			
Start Date: (DD/MM/YY)					End Date : (DD/MM/YY)		
Start time: <small>(to include set up and clear up times)</small>					Finish time: <small>(by which time the building will be clean and tidy and all attendees out)</small>		
Days of the week required (please circle)							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Term Time Only? <small>(please circle)</small>		Yes / No					
Exception Dates:							
Additional Equipment: <small>Please specify any electrical or play equipment being used on the premises eg PA system, Bouncy Castle etc.</small>				Agreed by TC <small>(sign)</small>		Insurance/PAT in Place	
Catering Provision: <small>Please give detail of provider where catering is being provided</small>				Exclusive Use of Kitchen Required		<small>(Y/N)</small>	
Alcohol: <small>Alcohol will not be permitted without prior consent from TC.</small>		Consumption of Alcohol Agreed TC <small>(sign)</small>		Sale of Alcohol Agreed by TC <small>(sign)</small>		Licence for Sale of Alcohol <small>(copy taken)</small>	

Hire Charges

Sports Hall - £25 Per Hour Community Rate - £20 Per Hour	Community Hall - £20 Per Hour Community Rate - £15 Per Hour
Small Meeting Room - £7.50 Per Hour Large Meeting Room - £15 Per Hour	Storage Cupboard - £10 Per Week

DECLARATION:

By signing this application, I agree to comply with the Terms and Conditions of Hire and Fire Safety Procedures (both are attached). I also confirm that adequate Public Liability Insurance (PLI) and any other relevant insurances and licences are held. Certificates must be shown prior to the start of the hiring period and copies will be kept at the Centre.

Hirers Signature: _____

Print Name: _____

Date: _____

Official Use Only:

Hourly Charge:		Session Charge:		Booking Paid:	
Deposit Amount:		Deposit Taken:		Deposit Returned:	
Public Liability?		Expiry date:		Licence for sale of Alcohol	
DBS Check in Place					