

Newton Leys Pavilion

Furzey Way, Newton Leys, MK3 5SP

One Off Booking Form

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Date of Hire:		Day:	
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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)	
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Name of User:								
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Hirer's Name:								
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Hirer's Address:								
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Postcode:								
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E-Mail address:								
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Home Phone:		Mobile:	
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Activity description:								
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Space Required? (Please circle below)	Expected Number Attending	
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Sports Hall	Community Hall	Meeting Room	Counselling Room
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Use of BFSTC Equipment	Tables Required:	Chairs Required:
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Additional Equipment: <small>Please specify any equipment being used on the premises eg PA system, Bouncy Castle etc.</small>	Agreed by TC (sign)	Insurance/Testing in Place (Y/N)
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Catering Provision: <small>Please give detail of provider where catering is being provided</small>	Use of Kitchen Required	(Y/N)
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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: <small>Please detail any planned entertainment being booked for this function</small>		Agreed by TC (sign)
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Alcohol: <small>Alcohol will not be permitted without prior consent from TC.</small>	Consumption of Alcohol Agreed TC (sign)	Sale of Alcohol Agreed by TC (sign)	Licence for Sale of Alcohol (copy taken)
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Hire Charges	
Sports Hall - £25 Per Hour Events open to the community - £20 Per Hour Small Meeting Room - £7.50 Per Hour Large Meeting Room - £15 Per Hour	Community Hall - £20 Per Hour Events open to the community - £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 (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:** _____