

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: | |
| 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: | | | |
| 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: <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) |
| Catering Provision: <small>Please give detail of provider where catering is being provided</small> | Use of Kitchen Required | | (Y/N) |
| <i>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</i> | | | |
| Entertainment: <small>Please detail any planned entertainment being booked for this function</small> | Agreed by TC (sign) | | |
| 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) |

Hire Charges

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Sports Hall - £25 Per Hour Events open to the community - £20 Per Hour | Community Hall - £20 Per Hour Events open to the community - £15 Per Hour |
| Small Meeting Room - £7.50 Per Hour Large Meeting Room - £15 Per Hour Large Meeting Room (community rate) - £12 | Storage Cupboard - £10 Per Week |
| Saturday Hire – Full Venue Hire only from 5pm – 11.45pm - £425 Early Hire of Sports Hall (from 1pm) additional £75. | Sunday Hire – Full Venue Hire only from 5pm – 10.30pm - £325 Early Hire of Sports Hall (from 1pm) additional £75. |

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: _____