

Newton Leys Pavilion

Furzey Way, Newton Leys, MK3 5SP

One Off Booking Form

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Name of User:			
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	
Use of BFSTC Equipment	Number of Chairs/Tables etc:	

Date of Hire: (DD/MM/YY)	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)	
---	--	---	--

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>		Exclusive Use of Kitchen Required	(Y/N)
--	--	--	-------

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 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	