

# Castlethorpe Sports Ground Pavilion Booking Form

- After downloading this form from the website, print both pages back to back
- Check date availability with the Parish Clerk before sending in the form.
- Please read the "Conditions of Hire" on the rear of the form – these must be complied with at all times. Failure to do so could result in extra charges being incurred by the hirer.
- Return the signed form together with a £100 deposit cheque made payable to Castlethorpe Parish Council to:

Steve Bradbury,  
Clerk to Castlethorpe Parish Council,  
63 Thrupp Close,  
Castlethorpe,  
Milton Keynes MK19 7PL

**The £100 deposit is held and returned after the event if no extra costs have been incurred. Any excess costs incurred by the Parish Council for cleaning, damage or extra hire costs will be deducted from the deposit held. Should costs exceed £100 a further invoice will be issued.**

**PLEASE RETAIN THIS PORTION OF THE FORM FOR YOUR RECORDS**

..... CUT ALONG DOTTED LINE .....

## HIRE RATES

VAT charged on all casual hire

<b>Morning or Afternoon Session:</b> (9 am-1 pm or 1.30 pm-5.30 pm)	Residents:	£40 + VAT
	Non-residents:	£45 + VAT
<b>All day session</b> 10 am - 4 pm:	Residents:	£80 + VAT
	Non-residents:	£85 + VAT
<b>Evening session</b> 6 pm - 12 pm:	Residents:	£115 + VAT
	Non-residents:	£125 + VAT

**The morning and afternoon sessions are available to suit different circumstances but each session time must not exceed four hours.**

***SPECIAL RATE FOR LONG TERM HIRE FOR GROUPS or CLUBS AVAILABLE***

**CLEANER HIRE RATE £10 PER HOUR** (billed separately)  
Let the Parish Clerk know if you wish to hire a cleaner.

**PLEASE ARRANGE WITH PARISH CLERK FOR COLLECTION AND RETURN OF KEYS**

# CONDITIONS OF HIRE

## PLEASE RETAIN FOR YOUR RECORDS

1. The pavilion and sports ground facilities must be left in a clean condition at the end of the hire as it is the hirer's duty to ensure that all areas/facilities used during the hire are cleaned & tidied.
2. Floors must be swept & spillages mopped & floor washed if necessary to remove stains.
3. Rubbish must be TAKEN HOME for disposal. NO RUBBISH is to be left on premises.
4. Any chairs used must be stacked back against the walls.
5. Furniture should be left in the arrangement they were found in. Table tops must be wiped clean after use.
6. The kitchen must be left in a clean condition; counter tops/fridge/sink to be washed down after use.
7. The toilets are to be cleaned and flushed & left in a condition you would wish to find them.
8. NO play/sport equipment to be left in the pavilion.
9. The HIRER is responsible for the behaviour of users of the pavilion & outdoor areas & is asked to ensure that as little disturbance is caused to the people living next to the sports ground as possible.
10. The hard courts are available for use by annual membership and can therefore be utilised at any time. We ask that hirers respect this situation at all times.
11. All doors, shutters and windows are to be closed at the end of the hire period.
12. ALL BREAKAGES must be reported as soon as possible.
13. Keys must be returned as soon as possible after the event to the Parish Clerk unless otherwise agreed.
14. Failure to do so may result in extra charges being applied.

..... CUT ALONG DOTTED LINE .....

## Sports Ground Pavilion Booking Application

**Name of organisation** (if applicable): .....

**Person responsible for hire:** .....

**Contact number:** .....

**Billing address:** .....

.....

..... **Postcode:** .....

**Reason for hire** (e.g. children's party): .....

**Is event for charity?** No / Yes If Yes, **Charity name:** .....

**Is there a licensed bar?** No / Yes (NB: Hirer is responsible for obtaining licence)

**Name of licence holder:** .....

**Date of event:** .....

**Time:** from ..... to .....

I declare that I have read and accept the sports ground terms and conditions on this booking form and that I have kept a copy for reference.

**Signature of hirer:** .....

**Date:** .....