

# Castlethorpe Village Hall

## Booking Form

Please read the "Conditions of hire" on Page 2 of this form. These must be complied with at all times to ensure the safety and enjoyment of the facility by everyone.

**Please check with the Booking Clerk** Sara Montague on 07812 070537 or by email at soldierblue4@hotmail.com that the date you require is available.

Once you have confirmed date availability, return the signed bottom section of the form, together with a £100 damage deposit cheque made payable to CASTLETHORPE PARISH COUNCIL to: Sara Montague, Village Hall Booking Clerk, 58 Thrupp Close, Castlethorpe, Milton Keynes, MK19 7PL

The £100 damage 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 THE TERMS AND CONDITIONS ON PAGE 2 FOR YOUR RECORDS**

✂ CUT ALONG DOTTED LINE

## HIRE RATES

A reduced rate is available to all village groups/residents wishing to raise funds for registered national charities.

All events must be finished by 11 pm Sunday to Thursday and 11.45 pm Friday and Saturday

<b>Morning or Afternoon</b> 4 Hour Session	£45
<b>All Day</b> 8 Hour Session	£90
<b>Evening Session</b> Sunday-Friday 3 Hour Session	£45
<b>Evening Session</b> Sunday-Friday 5 Hour Session	£65
<b>Evening Session</b> Saturday 6 Hours	£80

Morning/Afternoon 4 Hour Session times available to suit your needs.

**HIRE RATES ARE SUBJECT TO A VILLAGE RESIDENT 10% DISCOUNT**

**Cleaner hire rate £10 per hour** (billed separately)

Please let the Booking Clerk know if you wish to hire a cleaner.

**THINKING OF STARTING A GROUP ? NEED A PLACE TO MEET ?**

Ask the Booking Clerk for the special rates for regular usage

# Conditions of hire

PLEASE RETAIN FOR YOUR RECORDS

- **The hall**, toilets and kitchen should be left in a clean condition at the end of the hire. All floors should be swept and if necessary, washed. The counter tops, cooker and sink to be washed down after use.
- **Rubbish must be bagged up and taken home for disposal.** It is **not** to be left in the lobby or outside the hall.
- Tables should be neatly stacked in the storeroom with their fronts facing each other.
- **No** equipment is to be left out in the hall other than that agreed by the committee.
- **Misuse or damage** of any equipment will result in loss of deposit.
- The school PE mats & equipment are not for use by other hirers.
- The hirer is responsible for the behaviour of those using the hall and is asked to ensure that as little disturbance is caused to the people living next to the hall as possible.
- **Keep fire exits clear at all times**
- Keys must be returned as soon as possible to the booking clerk at the end of your event unless otherwise agreed with the Booking Clerk. Failure to do so may result in extra charges being applied.
- **All breakages** must be reported as soon as possible.
- **Lost property** will be kept by the Hall Caretaker for a maximum period of three months and any unclaimed items will then be donated to charity.

----- ✂ **CUT ALONG DOTTED LINE** -----

## HIRE DETAILS

**Name of organisation:** .....

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

**Contact number(s):** .....

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

..... **Postcode** .....

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

If this event is fundraising for a national charity please give 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 terms and conditions of this  
booking form and that I have kept a copy for reference.

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