



# Castlethorpe Village Hall

## Booking form

Name of hirer: .....

Name of organisation (if any): .....

Contact number(s): .....

Email: .....

Billing address: .....

..... Postcode: .....

Date of event: ..... Time: from ..... to .....

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

If this event is fundraising for a national charity please give the charity's name:

.....

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

Name of licence holder: .....

Do you require a cleaner (charged at an additional £12 per hour)? Yes  No   
*If yes please add £12 to the booking fee*

## Payment details

Please note that bookings are not confirmed until the hire fee has been paid in full.

I wish to pay by cheque and enclose **two** cheques – one for the hire fee of £ ..... and the second for the £100 deposit – both payable to Castlethorpe Parish Council. The second cheque will not be cashed and will be destroyed after the event has taken place, unless there is damage to be rectified or the hall is left in an unfit state. Please send this form and the two cheques to: Sara Montague, Village Hall Booking Clerk, 58 Thrupp Close, Castlethorpe, Milton Keynes MK19 7PL

I wish to pay the hire fee of £ ..... by credit/debit card  
For card bookings please see the instructions on Page 2.

By signing or typing my name below, 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: .....

..... OFFICE USE ONLY .....

Card payment processed on ..... Signed .....



# Castlethorpe Village Hall

## For credit and debit card bookings

1. Please fill in the Credit Card Authorisation Form below and send it to the Booking Clerk, Sara Montague, either by email to [soldierblue4@hotmail.com](mailto:soldierblue4@hotmail.com) or by post or in person to her at 58 Thrupp Close, Castlethorpe, Milton Keynes MK19 7PL with your completed Booking Form. If you prefer you can leave the details of the card number and/or expiry date blank and give them to her in the next step.
2. Call Sara on **07812 070537** to confirm the booking (and confirm the card number and/or expiry date if you have left it blank).
3. An email will be sent to you as your booking confirmation once the payment has been processed.
4. Your details will be kept on file for three months after the date of the event and then deleted.

### Credit Card Authorisation Form

You may cancel this authorisation at any time by contacting us. This authorisation will remain in effect until cancelled.

#### Credit Card Information

Card Type:       MasterCard     VISA     VISA     AMEX     AMEX  
 Other .....

Cardholder name (as shown on card): .....

Card number: .....

Expiry (mm / yy): .....

Cardholder's postcode (from card billing address): .....

I, ....., authorise Castlethorpe Parish Council to charge my credit card above for agreed upon purposes. I understand that my information will be saved to file for three months after the date of the event and then deleted.

Customer signature: ..... Date: .....



# Castlethorpe Village Hall

## Terms and 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 must 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.
- **Wet wipes**, disposable nappies and sanitary products are **NOT** to be flushed down toilets and must be taken home by hirers for disposal.
- **Tables** should be neatly stacked in the storeroom with their fronts facing each other. **Chairs** should be put back on the racks with the green side facing outwards
- **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 a charge being made.
- The school PE mats & equipment and the pool table 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 as possible is caused to the people living near the hall.
- **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 to the Booking Clerk as soon as possible.
- **The hirer is expected to check the condition of the hall at the beginning and end of the hire session and will be held responsible for any damage caused or cleaning which is required. An additional charge of up to £100 may be levied by the Parish Council to rectify this.**

## Hire and cancellation charges

Monday to Friday before 6pm	£11.25 per hour
Monday to Friday after 6pm	£13.50 per hour
Saturday, Sunday and Bank Holidays (any time)	£13.50 per hour

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

A reduced rate is available to all village groups/residents raising funds for registered charities. All events must be finished by 11pm Sunday to Thursday and 11.45pm Friday and Saturday  
**Cleaner hire rate £12 per hour** – please let the Booking Clerk know if you wish to hire a cleaner

## Cancellation charges

<b>60 days</b> or more before event:	Full refund
<b>59-30 days</b> before event:	50% refund
<b>29-15 days</b> before event:	25% refund
<b>14 days or less</b> before event:	No refund

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

Ask the Booking Clerk for the special rates for regular use