

Booking Form for the Jubilee Pavilion, Stapleford

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone:  |  |
| Hall space: | Large hall – (max capacity during Covid-19 will be 30) |
| Date of booking: |  |
| Hire times:(including setting up and clearing) |  |
| No of people attending: | Not to exceed maximum numbers |
| Additional items required:(please circle) | Projector (£5)P A System (£2)Lectern and Projector stand (foc) |

**Hirers must seek the permission of the Clerk, at the time of booking, if they wish to bring any equipment onto the premises. See Terms and Conditions 12.**

**Hirers may need a licence to play live or recorded music. It is the responsibility of the hirer to obtain a music licence if required. See Terms and Conditions 25.**

**Hire charges**

|  |  |  |
| --- | --- | --- |
| Weekly – term time | £15 per hour**To be invoiced termly** | £ |

**All damage must be reported in writing immediately**

Cancellation charges: £10 administration fee for cancelled bookings

 50% charge of hire fee 2 weeks in advance

 100% charge of hire fee 1 week in advance

* I agree to pay invoices on receipt.
* Preferred method of payment is via BACs transfer to:

Account Name: Stapleford Parish Council

Sort Code: 60-83-01

Account no: 20379643

Please use reference PAV-name or name of association

* Alternatively a cheque can be made payable to Stapleford Parish Council
* Deposit cheque not requested

**I confirm I have received, and accept, the Terms and Conditions of hire, the Special Conditions of Hire during COVID-19, and the PC’s COVID-19 Risk Assessment with which I will comply.**

**I will also supply a Covid-19 Risk Assessment for the Pavilion with which I will comply.**

**I confirm I have received, and understood, the Fire Safety document and I agree to adhere to the points raised under my responsibility.**

**I will pay the charges for this booking in accordance with the conditions as laid down by the Parish Council. Failure to do so invalidates the booking.**

Signed: ……………………………………………………………………… Date: ....................

By hirer

Approved by: ………………………………………………………………. Date: …………….

For and on behalf of Stapleford Parish Council