Melbourn Parish Council Community Pavilion and Recreation Grounds

Booking Form

Declaration: I agree on my own behalf and on behalf of the organisation set out below, to comply with and be bound by the current Terms and Conditions of Use and Hire for the Community Pavilion and Recreation Grounds.

Any damage will be the responsibility of the named person. Signature of hirer: Name of hirer: _____ Organisation: Address: _____ Postcode: E-mail: Home Tel:_____ Mobile Tel: _____ Charity or organisation with its base in Melbourn?: Please tick as appropriate Yes No Date of Booking: Start Time: Finish Time: Total period of use: _____ Facilities to be used: Facility Yes No Pavilion New Recreation Ground Old Recreation Ground The Pavilion must not hold more than 60 people at any one time.

Please note: Anyone wishing to use the facilities regularly is only required to submit one form per year.

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Fee Wai	VAL

If you meet the following criteria, you may be eligible to free use of the facilities:

- The organisation must be based in the Parish.
- The organisation must not make money from the use.
 - It must be an occasional use booking. The waiving of a fee is at the discretion of the Clerk.

Do you wish to be considered for waiver of fees?

Do you wish to be considered for waiver of fees?						
	Yes	No				
Please indicate how you will	be using the facil	lities.				
Fee waiver approved?						
. 23 з.ррготом	Yes	No				

Pavilion Cleaning

Hirers are required to leave the pavilion in a 'clean and tidy condition' and to clear any rubbish from the Recreation Grounds they have used.

Alternatively, if the Hirer wishes to have the Pavilion cleaned on their behalf, there will be a charge of £10 payable to the Parish Council at the time of making the full payment. The Parish Office will make arrangements for the Pavilion to be cleaned.

Do you wish to pay for a cleaner?

Yes	Nο	
163	110	

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Summary of	charges:				
	Pavilion				
	New Recreation Ground				
	Old Recreation Ground				
	Cleaner				
			I		
Amount to Pa	ny:	Deposit Paid:			
•	mpleted, please return this for				
All hire char Pavilion	ges must be paid in full bef	ore gaining admission to th	e Community		
Payment may	be made by cheque payable to I	Melbourn Parish Council.			
For BACS pay	ments, our account details are:				
Unity Trus	t Bank plc: Account No 2	0381945 / Sort Code 60	83 01		
Please ensure you quote your name and invoice number to enable us to identify your payment					
Please note	e: Anyone wishing to use the faci		o submit one		