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.

Parish Office Melbourn Hub, 30 High Street, Melbourn, Cambridge, SG8 6DZ

E: assistantclerk@melbournparishcouncil.gov.uk

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Fee Waiver

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?

Yes		**No**	

Please indicate how you will be using the facilities.

Fee waiver approved?

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		**No**	

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Summary of charges:

Pavilion	
New Recreation Ground	
Old Recreation Ground	
Cleaner	

Amount to Pay: _____ **Deposit Paid:** _____

Once fully completed, please return this form to the Parish Office.

For all bookings a 25% deposit is required at the time of booking.

All hire charges must be paid in full before gaining admission to the Community Pavilion

Payment may be made by cheque payable to Melbourn Parish Council.

For BACS payments, our account details are:

Unity Trust Bank plc: Account No 20381945 / Sort Code 60 83 01

Please ensure you quote your name and invoice number to enable us to identify your payment

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