

## Shalbourne Pavilion Booking Form

**Please read all four pages of this booking form and complete all details in the table below.**

NAME:		
ADDRESS:		
TELEPHONE NUMBER:		
EMAIL ADDRESS:		
NAME AND TELEPHONE NUMBER OF RESPONSIBLE PERSON IN CHARGE THROUGHOUT EVENT IF DIFFERENT FROM ABOVE:		
DATE OF EVENT:		
START TIME: Include time for setting up	END TIME: Include time for clearing up	
NATURE OF EVENT:		
APPROXIMATE NUMBER OF PERSONS ATTENDING:		
I WISH TO SELL ALCOHOL AT THE EVENT (Please Tick as appropriate) <input type="checkbox"/> YES <input type="checkbox"/> NO		If you intend to sell alcohol or play music <b>between 11pm and up to midnight</b> at this event, you will need to apply for a Temporary Event Notice ('TEN') from Wiltshire Council no less than 10 days before the event. Please also read the information on licensable activities in sections 7a and 7b of the Terms and Conditions of Hire. Please note that even with a licence, we have an agreement with our neighbours that <b>alcohol sales and music is not permitted in the pavilion after midnight</b> .
I WISH TO PLAY MUSIC AFTER 11PM (Please tick as appropriate) <input type="checkbox"/> YES <input type="checkbox"/> NO		To completing the TEN application, please use the following details:  Link to <a href="#">TEN Overview</a> Link to <a href="#">Online Application Form</a>  <b>Address:</b> Shalbourne Pavilion, The Lynch, Shalbourne, Marlborough, SN8 3PZ  <b>Premises Licence number:</b> LN/000030073. Registered for Shalbourne Recreation Society at 'Shalbourne Sports Pavilion and Recreation Field'

## Rates

The table below sets out the rates for hire of the pavilion and other associated charges.

Charge	BOOKING FEE Parish Resident	BOOKING FEE Non-Parish Resident	Refundable Deposit
<i>Payable in full at least two weeks in advance of the event by bank transfer. Please refer to bank details below.</i>			
Hourly	£26.00 per hr	£30.00 per hr	£20
Half day (up to 6 hours)	£105.00	£126.00	£30
Full day	£200.00	£220.00	£50
Additional daily fee for external structures e.g. a marquee	£500	£550	£100
Cricket let day	£265.00		£50
Post-event pavilion cleaning charge	£40.00 £60.00 where changing rooms used. <i>Mandatory for all events. Please refer to Clear-up and Cleaning below for details.</i>		
Power consumption	Power consumption beyond 25 units will be charged at 33 pence per unit and deducted from the deposit.  <i>A meter reading will be taken before and after the event.</i>		

## Refundable Deposit

A refundable deposit as set out in the table above is in addition to the booking fee and the cleaning charge and the total amount is payable by bank transfer to the Booking Secretary. This deposit is to cover:

- any breakages, loss or other damage to the Pavilion or its contents
- any clear-up required to achieve the minimum clear-up standard (please refer to Clear-up and Cleaning below)
- power consumption beyond 25 units
- loss of keys
- Complaints from neighbours on parking obstructions in The Lynch or excessive disturbance

The deposit will be refunded, minus any deductions as appropriate within 36 hours.

## Clear-Up and Cleaning

We want to keep our pavilion in great condition for everyone to enjoy. Before you leave, please ensure the Pavilion is left clean and tidy in accordance with the checklist below. The Pavilion will be checked after your event, prior to your deposit being returned.

Bin liners and cleaning products are under the kitchen sink. Bins and all recycling bins are located at the rear of the Pavilion by the garages. Please bring along and use your own tea towels and washing up cloths and please note that **only plastic glasses can be taken outside on the Sports Field**.

For ALL events, a mandatory post-event pavilion cleaning charge of £40 (or £60 if the changing rooms are used) is payable, in addition to the booking fee.

Please ensure that the **minimum clear-up standard** set out below is completed before leaving the pavilion. The cost of any additional clearing-up required to reach this minimum clear-up standard will be deducted from the refundable deposit.



**For Office Use Only:**

Booking ref: \_\_\_\_\_

Receipt ref: \_\_\_\_\_

## Clear Up Standard

### MAIN HALL:

- All furniture put away.

### KITCHEN

- All washing up done and put away.
- Kettles switched off and UNPLUGGED – important.
- Bins emptied and new sacks put in.

### BAR AREA:

- Clear of all glasses, bottles etc.

## Parking

Please could you ask your guests not to park on the Lynch to the rear of the Pavilion, it is narrow and causes real difficulties for our neighbours. Please park in the playground car park or on the field if it is not too wet (we of course will provide the code for the gate).

## Cost

Please see the Rates section above and complete the table below as appropriate ensuring the time booked covers setting up and clearing up:

Units	BOOKING FEE Resident	BOOKING FEE Non-Resident	Refundable Deposit	Total Cost Including Deposit
_____ Hours	£26 per hour	£30 per hour	£20.00	£
<input type="checkbox"/> Half day (up to 6 hrs)	£105.00	£126.00	£30.00	£
<input type="checkbox"/> Full day	£200.00	£220.00	£50.00	£
<input type="checkbox"/> Additional daily fee for external structures e.g. a marquee	£500.00	£550.00	£100.00	£
<input type="checkbox"/> Cricket let day	£265.00		£50.00	£
<input type="checkbox"/> Post-event pavilion cleaning charge	£40.00 £60.00 (where changing rooms used)		Delete which doesn't apply	£40.00 or £60.00
<b>TOTAL</b>				£

## Bank Transfer

Our bank details are below. The total amount is payable in full including booking fee, cleaning charge and deposit, at least two weeks in advance of the event.

Method	Details
Bank Transfer	<b>The Shalbourne Club</b> Sort Code: 30-94-46 Account Number: 19235668



**For Office Use Only:**

Booking ref: \_\_\_\_\_

Receipt ref: \_\_\_\_\_

Please provide your bank details in the table below so that we can refund your deposit.

Account Name	Sort Code	Account Number

**BY SIGNING BELOW I/WE:**

- agree to the terms and conditions as set out in Terms and Conditions of Hire which I/we have read and fully understand.
- confirm that I/we have read and understood the fire procedures contained on the website
- confirm that I/we have read, understood and will comply with the terms of the Clear up notes above.

SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO THE BOOKING SECRETARY:**

Email: shalbournepavilion@gmail.com