



**For Office Use Only:**

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

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

## 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:   | END TIME:  |
| NATURE OF EVENT:  |  |
| APPROXIMATE NUMBER OF PERSONS ATTENDING:  |  |
| I WISH TO SELL ALCOHOL AT THE EVENT<br>(Please Tick as appropriate)<br><br><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<br>(Please tick as appropriate)<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO     | To completing the TEN application, please use the following details:<br><br>Link to <a href="#">TEN Overview</a><br>Link to <a href="#">Online Application Form</a><br><br><b>Address:</b> Shalbourne Pavilion, The Lynch, Shalbourne, Marlborough, SN8 3PZ<br><br><b>Premises Licence number:</b> LN/000030073.<br>Registered for Shalbourne Recreation Society at 'Shalbourne Sports Pavilion and Recreation Field'  |



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## Rates

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

| Charge                              | Parish Resident  | Non-Parish Resident | Refundable Deposit  |
|-------------------------------------|--|---------------------|---|
|                                     | <i>Payable in full at least two weeks in advance of the event. Please refer to Payment Methods below.</i>  |                     | <i>Payable on the day of the event in cash. Refunded within 36 hours.</i> |
| Hourly                              | £20.00   | £23.00              | £20.00  |
| Half day (up to 6 hours)            | £80.00   | £90.00              | £30.00  |
| Full day                            | £140.00  | £180.00             | £50.00  |
| Wedding                             | £1000.00   | £1,250.00           | £100.00   |
| Cricket let day                     | £250.00  |                     | £50.00  |
| Barbeque hire                       | £50.00   |                     |   |
| Post-event pavilion cleaning charge | £45.00<br><i>Mandatory for large catered events, optional for other events. Please refer to Clear-up and Cleaning below for details.</i>   |                     |   |
| Power consumption                   | Power consumption beyond 25 units will be charged at 20 pence per unit in blocks of 5 units and deducted from the deposit.<br><br><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 payable on the day in cash, 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, as you found it. We have put together a checklist below to assist you. The Pavilion will be checked after your event, prior to your deposit being returned.

Mops, buckets, vacuum and cleaning products are in the store room accessible from the fire exit corridor, next to the kitchen. Bin liners and other 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.**

### MAIN HALL:

- All furniture put away
- Floor hoovered and mopped

### KITCHEN:



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- All washing up done and put away
- Sink cleaned with bleach
- Kettles switched off and UN PLUGGED – important
- All worktops wiped down
- Bins emptied and new sacks put in
- Floor swept and mopped
- Fridges empty and switched off with doors left partially open using towels for air to circulate

#### TOILETS:

- Toilet Handbasins: clean and wiped down
- Toilets and Urinals: empty, clean, lid down and floors clear of tissue etc – only BLEACH to be used as we have a Septic Tank
- Floor mopped.

#### BAR AREA:

- Clear of all glasses, bottles etc.
- Bar wiped down.
- Fridge cleared and turned off.
- Floor mopped.

#### CHANGING ROOMS:

- If used, to be cleaned and floor swept and mopped

For large catered events, a mandatory £45 post-event pavilion cleaning charge is payable, in addition to the booking fee.

For other events, you have the option pay the post-event pavilion cleaning charge in addition to your booking fee and avoid having to fully clean the pavilion after the event.

In either case, please ensure that the **minimum clear-up standard** set out below is completed before leaving the pavilion. The cost of any cleaning required to reach this minimum clear-up standard will be deducted from the refundable deposit, in addition to the post-event pavilion cleaning charge.

#### MAIN HALL:

- All furniture put away

#### KITCHEN

- All washing up done and put away
- Kettles switched off and UN PLUGGED – 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).



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**Cost**

Please see the Rates section above and complete the table below as appropriate:

| Units  | Resident     | Non Resident | Total Cost |
|--|--------------|--------------|------------|
| _____ Hours  | £20 per hour | £23 per hour | £          |
| <input type="checkbox"/> Half day (up to 6 hours)            | £80.00       | £90.00       | £          |
| <input type="checkbox"/> Full day                            | £140.00      | £180.00      | £          |
| <input type="checkbox"/> Wedding                             | £1000.00     | £1250.00     | £          |
| <input type="checkbox"/> Cricket let day                     | £250.00      |              | £          |
| <input type="checkbox"/> Barbeque hire                       | £50.00       |              | £          |
| <input type="checkbox"/> Post-event pavilion cleaning charge | £45.00       |              | £          |
| <b>TOTAL</b>   |              |              | £          |

**Payment Methods**

Please tick the method by which the total in the table above will be paid. The amount is payable in full, at least two weeks in advance of the event.

| Method                                 | Details  |
|--|--|
| <input type="checkbox"/> Bank Transfer | Sort Code: 30-94-46 Account Number: 19235668                                 |
| <input type="checkbox"/> Cheque        | Return with Booking Form to Booking Secretary payable to The Shalbourne Club |
| <input type="checkbox"/> Cash          | Return with Booking Form to Booking Secretary                                |

**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.**

**I/We have read and understood the Clear up and Cleaning notes above.**

SIGNED \_\_\_\_\_

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

DATE \_\_\_\_\_

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

Email: mail@shalbournepavilion.co.uk

Postal Address: Whistlefield, Rivar Road, Shalbourne, Wiltshire SN8 3RR

Telephone: 07782 328 224