

BIGGS PAVILION HIRING AGREEMENT

Orchard Ground Committee agree to permit the HIRER (1) named below, on the date (2) to use the premises listed below (3) for the purposes listed below (4) between the times (5) for the period(6) as described below for the fee stipulated in (7).

Please complete sections 1,2,3,4,5, 6,7 & 8 below.

1) Name of Hirer

Organisation (if applicable)

Name of Hirer

Address

Postcode

Telephone

Authorised representative

(Must be over 18 years old)

2). Date of Event

3). Premises Required (Please tick appropriate boxes).

The Hall Kitchen Playing Field Changing Facilities

Other requirements Please list

4). Purpose of event

Childrens Party/18th Party/21st Party/ Wedding/Other

Please describe

Alcohol **will/will not** be consumed at this function, (delete as applicable).

If Alcohol is being sold, please provide relevant license details

5) Time entry required

6) Period of Hiring (including set-up and clear-up)

2-4 hours 5-8 hours 8-16 hours 16-24 hours 48 hours

7) Hiring Fee

A deposit of £25 (Childrens Parties) £50 (Evening hirings) £100 (Wedding Functions) against possible damage or cleanliness, will be required at the time of hiring.

This deposit will be returned upon completion of a satisfactory inspection by a member of Orchard Ground Committee, with the HIRER present, at a reasonable time after the period of hiring.

Attention is specifically drawn to ITEM 7. in the Standard Conditions of Hire accompanying this agreement.

| | | | |
|----------------|----------|---------------------------|---------------------------|
| Deposit | £ | _____ | _____ |
| Fee applicable | £ | _____ | _____ |
| Total | £ | Payable at time of hiring | (form continues overleaf) |

8) Insurance

Hirers Public Liability Insurance is a condition of hire, please see separate form.

The HIRER or authorised representative, who must be over 18 years of age, agrees to be present during the period of the hiring and to conform to the provisions as laid out in the Standard Conditions of Hire and Special Conditions of Hire which comply with the Public Entertainment Licence.

Signed

Date

On Behalf of Orchard Ground Committee

Signed

Date

On Behalf of Organisation or individual named above.

I acknowledge that any misstatement or misrepresentation will invalidate this agreement.

Please make cheques payable to: Orchard Ground Committee

Booking Secretary

Sheila Thorogood, 2 Silver Street

Cublington,

Leighton Buzzard

Beds LU7

Tel:01296 681595

BIGGS PAVILION CHARGES

Hire charges effective from April 2008 as agreed by Orchard Ground Committee for the hire of the **Biggs Pavilion, Orchard Ground, Cublington** are as follows:

SCALE OF HIRE CHARGES

Village Residents and fully paid up members of Cublington Clubs and organisations regularly using the facilities

£25 (up to 3 hours)

Discounts may be arranged for block bookings.

Outside Organisations

£30 (up to 3 hours)

Discounts may be arranged for block bookings.

Dances, Discos and Parties

£60

£90

Weddings etc.

(Whole day - 9.00am - midnight)

£150

£200

A deposit of £25 to be made in respect of bookings in addition to hire fee. This deposit will be returned if no costs are incurred with regard to cleanliness or damage to property, fixtures or fittings as laid down in the Standard Conditions. If such costs exceed £25, Orchard ground Committee have the right to invoice the hirer for the additional amount.