



Parish

Council

Newington Pavilion Booking Form

Name of hirer:	
Address:	
Telephone/Mobile:	
Email address:	

Type of function:			
Number of people: Maximum number of people – 30			
Date required:			
Time from:		To:	
Hire fee at £5/ £10 per hour	£		
Deposit	£50.00		
Total	£		

Payment by BACS to:

Newington Parish Council; sort code- 60 83 01 account no- 20432580

NOTE: Full payment and a damage deposit is required at least 2 weeks before the hire date. The deposit will be returned if the Pavilion is left in the condition in which it was found, as per the conditions below. Any cost involved in returning the Pavilion or its contents to the previous condition will be kept from the deposit.

I confirm that:-

- I am over 18 and I have read these terms and conditions and agree to abide to them while hiring the facilities.
- I will leave the premises as found: - return any items used to the appropriate storage space, remove any rubbish accumulated during the event and leave the facility clean and tidy.
- I agree to ensure that children under 12 are accompanied by an adult if they enter the kitchen area.

I understand that:-

- Alcohol may not be sold on the premises without a suitable licence being obtained.
- I will indemnify Newington Parish Council in full in respect of any loss or damage to the property or equipment which is not covered under the terms of the current insurance policy. I attach a copy of my public liability insurance (where applicable)
- The prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder shall apply.
- No animals of any kind are allowed on the premises without the permission of the Clerk acting on behalf of the Parish Council (excepting Guide or Hearing dogs).

Signed:.....

Date:.....

Please complete and return form with payment to clerk@newington-pc.gov.uk