



BOOKING FORM

Hirer Name: _____

Address: _____

Telephone: Day: _____ Evening: _____

Fax: _____ E-mail: _____

Description of Event: _____

Date(s) Required: _____

Estimated numbers attending: _____

Name of band/disco, etc. _____

Room(s) Required: Millennium Room (✓) excludes Playgroup Room

Main Hall (✓)

Millennium Room & Main Hall (✓) excludes Playgroup Room

Session(s) Required: Morning (9am – 1pm) (✓)

Afternoon (1pm – 6pm) (✓)

Evening (6pm – 12pm) (✓)

Use of Kitchen: For Washing Up/Drinks only (✓) For Cooking (✓)

Use of Playgroup tables and chairs only (not toys and other equipment) (✓)

I/we agree to be bound by the Conditions of Hire (available for inspection on request).

To be completed by the guarantor (for any event where alcohol is to be served must be a Whittlesford resident):

Signed: _____ Date: _____

Name: _____

Address (if not as above): _____

Please return this form to Penny Toop, Crowlands, 9 North Road, Whittlesford, CB22 4NZ. E-mail: dj.toop@virgin.net Tel: 01223 835252.
or to Whittlesford Post Office.

Cheques should be payable to "Whittlesford Memorial Hall"
Caretaker: Beverley Arnold. Tel: 01223 835555

SCALE OF FEES, CHARGES AND DEPOSITS AT 1st SEPTEMBER 2011

Standard scale of fees and charges for the Complex and facilities. We reserve the right to vary these fees, at our sole discretion. Please note the maximum numbers of occupants allowed in each part of the Complex at any one time, depending on use.

Area	Max. Occupation	9am - 1pm	1pm – 6pm	6pm - 12pm	Deposit
Main Hall (Mon–Thurs)	195 seated / 200 max	£30.00	£30.00	£35.00	£150.00
Main Hall (Fri–Sun)	195 seated / 200 max	£35.00	£35.00	£55.00/£110*	£150.00
Millennium Room (Mon–Thurs)	100 seated / 200 max	£30.00	£30.00	£30.00	£100.00
Millennium Room (Fri – Sun)	100 seated / 200 max	£35.00	£35.00	£55.00	£100.00
Weddings or whole complex all day	200 max (more by negotiation)	£330.00			£250.00
Adult Parties or whole complex – evening session	200 max			£220.00 plus possible music licence (Note 4)	£250.00
Children's Parties/Christenings	200 max (supervision rate: 1 adult/25 children)		£50.00 (Millennium Room)		£100.00
			£60 (Main Hall)		£150.00

*Main Hall – Party £110 Saturday

Other Facilities

Kitchen Fee – tea/coffee & washing up only	£5.00
Kitchen Fee – meal preparation and/or serving	£10.00
Use of playgroup tables and chairs (excludes toys and other equipment)	£5.00

Notes

- Each hire confers on the User the right to make reasonable use of the entrance foyers, public toilets, car park and grounds on a non-exclusive basis.
- The User shall confirm with the Board the quantities of chairs, tables and other Hall equipment available for their use during the hire period.
- The Board will require a cash deposit from a resident of Whittlesford as guarantor. The deposit, or any balance remaining there from, will be returned to the guarantor on completion of the hire.
- Music Licence is required if function is not a private party (e.g. if an admission fee is charged).

