

BRISTON PAVILION - BOOKING FORM

User Details

Name; (Mr / Mrs / Miss / Ms).....

Address;

Post Code; Telephone Number;

Email;

Event Details

Date Required;

Times Required; From To

(Please note that there is a free ½ hour each side of the booking for set up / clear up. For events 4 hours and over the set up is 1 hour free beforehand. Please **DO NOT** include the set up / clear up time in your booking time)

Type of Event;

Estimated Number of Guests;

Will the guests be predominately under the age of 18 years; YES / NO

Please tick room (s) Required

Main Hall & Kitchen £15.00 per hour	Lofty's & Kitchen £7.50 per hour	Meeting Room & Kitchen £7.50 per hour	All 3 Rooms & Kitchen £150.00 per full day

I confirm that I have read and signed the General Terms and Conditions governing the use of Briston Pavilion

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- Please note that the deposit is required within 10 days to secure your booking.
- The balance of the hire charge is to be paid no later than 2 weeks before the date of booking.
- For events under 50 persons the deposit will be £25.00. For all other events it will be £50.00.

Booking Cost

Deposit; £25.00 / £50.00 Room Hire; Total;

Payment

BACS : Sort Code 20 - 30 - 81 Account Number 13902897

Please quote your surname and date of event.

CASH / CHEQUES - Payable to "Higginbottom Community Centre"

Please post to, Booking Clerk, Briston Pavilion, The Recreation Ground, Stone Beck Lane, Briston, Norfolk,
NR24 2PS.

General terms and Conditions governing the use of the Briston Pavilion

The Briston Pavilion is part of the Higginbottom Recreational Charity for which Briston Parish Council is the sole Trustee

The use of the building and its facilities is subject to the following rules.

Equal Opportunities

The Pavilion will be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

Applying to Hire the Pavilion

- Applications for the use of the Pavilion should be made to the booking clerk.
- The right to refuse any application is reserved by the Management Committee.
- All arrangements for the use of the Pavilion's facilities are subject to the Management Committee reserving the right to cancel bookings when the premises are otherwise required or are rendered unfit for its intended use.
- An indemnity deposit of £25 for events under 50 persons, and £50 for all other events, in addition to the booking fee, must be paid within 10 days to secure the booking.

The deposit will be returned following the event, providing the Pavilion has been left clean and tidy.

Licences

Briston Pavilion is currently licensed for PPL, PRS and TV. The premises currently holds an NNDC Premises Licence, and is licensed for the sale of alcohol. This licence does not extend beyond midnight.

Note - for certain events Police permission may be required.

Bar Arrangements

If a licensed bar is required, then our preferred bar provider is West End Bars. They can be contacted on 01263 474658.

It is the responsibility of the hirer to ensure that the relevant licences and permissions have been obtained. The Management Committee reserves the right to ask for proof that these have been obtained.

Safety and Vulnerable Persons

It is the responsibility of the hirer to comply with the Regulations regarding children and vulnerable persons.

It is the hirer's responsibility to ensure that they are aware of the Fire Safety Regulations for the building. It is the responsibility of the user to ensure that Fire Regulations and the Provision of Food Safety Act are complied with.

Storage

Except for the immediate use relating to the booking, permission must be obtained from the Management Committee regarding the long term storage of materials and/or equipment. This may result in an extra fee.

Cleaning and Security

All users of the Pavilion and its facilities accept the responsibility of returning all furniture and equipment to its original position unless otherwise agreed. All users will be responsible for leaving the building and its surroundings in a clean and tidy condition, and for securing all windows and doors. Failure may result in all or part of the deposit being retained. The Hall floor will be swept and mopped if necessary, and the carpet hovered. The kitchen will be wiped down and utensils washed. The bins will be emptied.

Monitoring

The Management Committee reserves the right for a member or members to attend the premises during the course of any event or function to ensure that all booking conditions are being complied with.

These Terms and Conditions are subject to change without notice.

Please note that additional insurance cover is required for Clubs / Societies / Associations who have regular or block bookings.

I / We have read and accept the above Terms and Condition of use.

Signed

Date