

Arkenstall Village Centre
7 Station Road Haddenham Ely Cambs CB6 3XD
e-mail: bookings@arkenstallcentre.org.uk

Crockery Hire Form

This form must be returned to the Bookings Secretary Brian Fairchild, 10 Station Road, Haddenham, Ely, Cambs, CB6 3XD *at least 10 days* prior to the event.

Hire Fees

Please make sure that you have hired sufficient items, as once this order has been counted out every request for additional items will incur a £5 fee in addition to the hire fee that is calculated according to the table.

The minimum cost of hiring is £5.

The Hire charge shall be paid with the balance of the Hall Hire i.e. at least 10 days prior to the event.

Health & Safety

Please do not put the metal jugs in or on the cookers or hot cupboard.

Pre-wash all items if necessary before putting them in the dishwasher. On removal from the dishwasher, please ensure that all items are clean and dry before stacking.

Please remove all spillages from the cookers, fridges and other equipment before leaving the kitchen.

Breakages

Breakages should be put to one side for the caretaker to dispose of. All breakages and missing items will be charged for according to the replacement charges listed in the table.

Name of Organisation or Individual:

Contact Tel. no.:

Date of event:

Time equipment required:

I have read and agree to the above conditions

Signed:

Replacement Charge	Number Available	Item	Charge Per Item	Number Required	Cost
£3	150	Dinner Plate	5p		
£2	150	Soup Bowl	5p		
£1	150	Dinner knives	5p		
£1	150	Dinner forks	5p		
£1	150	Dessert spoons	5p		
£1	150	Dessert knives	5p		
£1	150	Dessert forks	5p		
£1	150	Soup spoons	5p		
£1	100	Table spoons	5p		
50p	150	Teaspoons	5p		
£1	150	Glass dishes	5p		
£2	100	Veg dishes	5p		
£3	20	Milk jugs	5p		
£3	12	Metal jugs	5p		
£1	20	Salt & pepper pots (unfilled)	5p per set		
£5	12	Trays	5p		
At cost		Large saucepans, baking trays & colanders	£3 the lot.		
			TOTAL		

Note: There are no carving, bread or small sharp knives: all items that are available to hire are listed on this form.