



If you would like tables and chairs to be put out for you, please show on the appropriate picture:

- the number of attendees (chairs) required – maximum 40 in Room 1, 50 in Room 2
- the number of tables required – small tables seat a maximum of 4, large 6
- the general layout – theatre, U-shaped, cabaret, boardroom, other (please sketch or describe)

If you require a large (over 100 chairs) or complex layout in the Main Hall this may be subject to an additional charge.

Arkenstall Village Centre

(Registered Charity No. 300394)

7 Station Road, Haddenham, Ely, Cambs CB6 3XD

e-mail: bookings@arkenstallcentre.org.uk bookings phonenumber: 07977 707433

Booking Form and Hiring Agreement – Regular Bookings

'On the day' Details

In order that your events run smoothly we may need to get in touch on the day.

Please enter the contact details for the person who will be your representative in the Arkenstall Centre at your events:

Name

E-mail address

Mobile telephone
number

If you would like tables and chairs put out for your event, please show how you would like them on the pictures overleaf.

FOR OFFICE USE:

Date, time, room(s), kitchen equipment and any other notes

(clause 1.4). Evening hirers have a maximum of one hour after their event to clear up and leave, otherwise an additional charge may be levied.

1.2 **Premises: Areas of Use** – please tick

Whole Centre	<input type="checkbox"/>	Main Hall	<input type="checkbox"/>	Room 1	<input type="checkbox"/>	Room 2	<input type="checkbox"/>

NO EXTRA CHARGE:		Kitchen (usually with Main Hall)	<input type="checkbox"/>	Bar (usually with Room 1)	<input type="checkbox"/>	Kitchen Equipment & Crockery	<input type="checkbox"/>

Premises shall include, as well as the selected **Areas of Use** all communal areas and all exteriors within the curtilage of the property, although if the Whole Centre is not booked those communal areas and the car park may have to be shared with other users.

1.3 **Purpose** (e.g. commercial / private event / public entertainment / fund raising / other)

Will alcohol be served or on sale at the events?

YES	NO
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If the answer is 'YES' the Hirer will need permission from the AVC Management Committee, who will then ensure that the AVC's Designated Premises Supervisor is aware. The Hirer must also complete the separate **Licensed Bar Permission Form** (accessible from <http://www.arkenstallcentre.org.uk/hiring>). It is the Hirer's responsibility to ensure that a Personal Licence Holder is identified and in attendance at all times to authorise the serving or sale of alcohol.

1.4 **Hire Fee** (charges accessible from <http://www.arkenstallcentre.org.uk/hiring>)

On signing this agreement the Hirer undertakes to pay the **Hire Fee** when invoiced.

If Kitchen equipment is required a **Special Deposit** of **£50** is chargeable against its loss or damage.

Hire Fee per booking period (including **Late Night Supplement** if applicable)

£	
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2. **Conditions of Hire**

The AVC's **Standard Conditions of Hire** (accessible from <http://www.arkenstallcentre.org.uk/hiring>) together with any additional conditions that the AVC Management Committee deem necessary shall form part of the terms of this Agreement. Failure to adhere any of these conditions may result in the forfeiture of all or part of the **Special Deposit** (clause 1.4).

In signing this Agreement, the Hirer confirms that he or she has read and agrees to the **Standard Conditions of Hire** and any other conditions which form part of this Agreement (clause 2), and that he or she has read and understood the **Information Sheet for Hirers** (accessible from <http://www.arkenstallcentre.org.uk/hiring>).

(We will store your information electronically on our systems for the purpose of managing your booking/s. Normally we will keep these details for six years, however you can ask for them to be deleted at any time, if you are no longer a customer. We do NOT sell or otherwise hand over any personal data to any third parties. By signing this Agreement you are agreeing to these terms.)

Signed:

for the Hirer

Name	
Date	

for the AVC

Name (Bookings Officer)	
Date	

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e-mail: bookings@arkenstallcentre.org.uk bookings phonenumber: 07538 449677

Booking Form and Hiring Agreement – Regular Bookings

The **Arkenstall Village Centre (AVC)**, represented by the Bookings Officer, and the **Hirer**

Hiring organisation (if applicable) and
Reg. Charity No. (if applicable)

Organisation's rep. on the AVC Cttee
(if applicable)

Hirer's contact details

Invoicing contact details (if different to Hirer's)

Name

Name

Postal address

Postal address

E-mail address

E-mail address

Telephone number(s)

Telephone number(s)

AGREE as follows:

1. That in consideration of the **Hire Fee** (clause 1.4), the **AVC** will permit the **Hirer** to use the **Premises** (clause 1.2) for the **Purpose** (clause 1.3) for the **Period(s)** (clause 1.1).
- 1.1 **Period(s)**: fill in and tick boxes as appropriate for every date required (continue on a separate sheet if necessary)

Day and Date	Morning	Afternoon	Evening	Start time	End time
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hirers must ensure that they include adequate time for set up / preparation.

All evening events must finish no later than 10p.m. A late finish time of midnight may be available for Friday and Saturday bookings on payment of a **Late Night Supplement**