



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 phoneline: 07538 449677

Booking Form and Hiring Agreement – Single Event

'On the day' Details

In order that your event runs 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 event:

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

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)

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Will alcohol be served or on sale at the event?

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 can be contacted at all times during the period of the hire.

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

On signing this agreement the Hirer undertakes to pay the agreed **Hire Fee** immediately on receipt of invoice, or four weeks before the commencement of the event for which the **Premises** are hired which ever is the later.

On signing this agreement the Hirer also undertakes to pay at the same time as the **Hire Fee**, a **Special Deposit** which will be refunded within 28 days of the termination of the **Period** of hire provided that no damage or loss has been caused to the premises and / or contents, nor complaints made to the AVC about noise or other disturbance during the Period of hire as a result of the hiring. The cost of cleaning up any unreasonable mess at the end of the **Period** of hire will be deducted if necessary. A further **Special Deposit** is chargeable against the use of Kitchen equipment.

Special Deposit (circle appropriate amount)	Whole Centre £150	Main Hall £100	Room 1 £50	Room 2 £50	Kitchen equipment £50
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Hire Fee (including Late Night Supplement if applicable)

£

AMOUNT PAYABLE (Hire Fee + Special Deposit)

£

If the **Special Deposit** is paid by bank transfer, please give the account details for its return:

Bank name

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Sort Code

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Account number

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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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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

Name

Postal address

E-mail address

Telephone number(s)

Invoicing contact details (if different to Hirer's)

Name

Postal address

E-mail address

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

Complete all the boxes in the first line for bookings which do not last longer than a single day. (Please ensure the 'End time' is correct for late-night bookings).

		Morning	Afternoon	Evening	Start - time	- End
Day and Date	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Complete the next boxes only for bookings which last longer than one day.

		Morning	Afternoon	Evening	Start - time	- End
Day and Date	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

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** (clause 1.4). Evening hirers have a maximum of one hour after their event to clear up and leave, otherwise all or part of the **Special Deposit** (clause 1.4) may be forfeit.

- 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"/>

AVC: Booking Form and Hiring Agreement – Single Event

Status: final

Date: 2018 05 09