

ARKENSTALL VILLAGE CENTRE

(Registered Charity No. 300394)

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

Email: bookings@arkenstallcentre.org.uk Bookings phone line: 07538 449677

Bookings email and phone line are open from 9am to 1pm – Monday to Friday.

Our Bookings Officer will get back to you within 3 days or earlier.

Booking Request Form

This **AGREEMENT** is made on the (date) between **Arkenstall Village Centre (AVC)**, represented by the **Bookings Officer** and the **Hirer**:

Contact and Invoice Details:

Hirer's Contact Details:

Invoicing Contact Details: (if different to Hirer's)

| | |
|--|------------------|
| Hirer's Name: | Name to Invoice: |
| Name of Authorised Rep of Group (If applicable): | |
| Address: | Address: |
| Email: | Email: |
| Phone No(s): | Phone No(s): |

Event Details:

| | | | | |
|---|-----|--|----|--|
| Purpose of hire: | | | | |
| Will tickets be sold for your event? (please ✓ box) <small>see paragraph 7 on Standard Conditions of Hire Agreement.</small> | Yes | | No | |
| Is food to be provided at your event? (please ✓ box) <small>see paragraph 31 on Standard Conditions of Hire Agreement.</small> | Yes | | No | |

| | | | | | | |
|----------------------------------|-----------|--|--------|--|--------|--|
| Room(s) required: (please ✓ box) | Main Hall | | Room 1 | | Room 2 | |
| | Kitchen | | Bar* | | | |

| | |
|--|--|
| Total number of people attending event? Refer to paragraph 6 on Standard Conditions of Hire Agreement for maximum permitted numbers. | |
|--|--|

***If you wish to sell alcohol at your event, you will need to submit a Licensed Bar Permission Form which is available on the website. This form needs to be submitted to the Bookings Officer at least 28 days before the event, otherwise permission to sell alcohol will be refused.**

Hire Dates: Please circle which date(s) you require for your event

Groups who block book (minimum of 10 bookings or 10 hours over the course of the year) will receive a 25% discount off the Standard Hirer Rate and will be classed as a **Regular Hirer**. All rates will be (reviewed/renewed **1st February** each year).

2024

| January 2024 | | | | | | | |
|--------------|----------|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 |
| 2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 4 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 5 | 29 | 30 | 31 | | | | |

| February 2024 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 5 | | | | 1 | 2 | 3 | 4 |
| 6 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 7 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 8 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 9 | 26 | 27 | 28 | 29 | | | |

| March 2024 | | | | | | | |
|------------|----|----|----|----|-----------|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 9 | | | | | 1 | 2 | 3 |
| 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 12 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 13 | 25 | 26 | 27 | 28 | <u>29</u> | 30 | 31 |

| April 2024 | | | | | | | |
|------------|----------|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 14 | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 |
| 15 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 17 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 18 | 29 | 30 | | | | | |

| May 2024 | | | | | | | |
|----------|-----------|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 18 | | | 1 | 2 | 3 | 4 | 5 |
| 19 | <u>6</u> | 7 | 8 | 9 | 10 | 11 | 12 |
| 20 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 21 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 22 | <u>27</u> | 28 | 29 | 30 | 31 | | |

| June 2024 | | | | | | | |
|-----------|----|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 22 | | | | | | 1 | 2 |
| 23 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 24 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 26 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| July 2024 | | | | | | | |
|-----------|----|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 27 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 29 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 31 | 29 | 30 | 31 | | | | |

| August 2024 | | | | | | | |
|-------------|-----------|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 31 | | | | 1 | 2 | 3 | 4 |
| 32 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 33 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 34 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 35 | <u>26</u> | 27 | 28 | 29 | 30 | 31 | |

| September 2024 | | | | | | | |
|----------------|----|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 35 | | | | | | | 1 |
| 36 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 37 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 38 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 39 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 40 | 30 | | | | | | |

| October 2024 | | | | | | | |
|--------------|----|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 40 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 41 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 42 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 43 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 44 | 28 | 29 | 30 | 31 | | | |

| November 2024 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 44 | | | | | 1 | 2 | 3 |
| 45 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 46 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 47 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 48 | 25 | 26 | 27 | 28 | 29 | 30 | |

| December 2024 | | | | | | | |
|---------------|----|----|-----------|-----------|----|----|----|
| No. | Mo | Tu | We | Th | Fr | Sa | Su |
| 48 | | | | | | | 1 |
| 49 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 50 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 51 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 52 | 23 | 24 | <u>25</u> | <u>26</u> | 27 | 28 | 29 |
| 1 | 30 | 31 | | | | | |

Room Start/End Times:

Indicate the room(s) and start and end time of booking to allow for setting up of tables, chairs and equipment either by yourselves or AVC (if booking Setup/Clear Away Service see page 7 for rates).

| Room Required | Booking Start Time | Booking End Time | Total Time |
|---------------|--------------------|------------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | | | |
|---|------------------|-----|--------------|----|--------------|
| Do you require Setup/Clear Away Service of chairs, tables and equipment? (please ✓ box) – refer to page 7 for rates. | | Yes | | No | |
| Equipment (indicate how many chairs, and tables are required (subject to availability): | Chairs | | Small Tables | | Large Tables |
| | Projector Screen | | | | |
| Note: No of tables and chairs available: 16 small tables (75cm x 90cm) 12 large tables (75cm x150cm) 150 plastic chairs. Other tables and chairs are available by special arrangement and cost. Refer to Standard Conditions of Hire Agreement for number of chairs in each room – paragraph 6. Any queries speak to Bookings Officer for guidance. Projector screen only available in Room 1 and Main Hall. | | | | | |

Agreement and Payment Details:

The parties to this agreement hereby agree that:

1. The AVC permits the Hirer access to the Main Hall, Rooms 1 and 2, Kitchen and Bar providing that hire fees are paid in full and on time.
2. **Payment:** Full payment including deposit (where applicable) shall be made by BACs on **receipt of invoice**.
3. A **deposit** (see below for amounts) to cover any damages/extra cleaning needed is required for one-off bookings. This deposit will be refunded within 28 days of the completion 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 the hiring as a result of the hiring. Failure to clear away tables, chairs and equipment that was not booked using the Setup/Clear Away Service a, £30 charge will be deducted from the deposit.
 - £100 for daytime hires/children's parties
 - £200 for evening hires/adult parties
 - £300 for Weddings, multi room bookings and other large events
 - £50 for kitchen equipment/extra cleaning
4. If the building is **NOT** vacated at agreed time a penalty fee of **2 x full hourly hire rate** for the room(s) hired will be charged for the period of overstay.

IMPORTANT - Please provide your bank details for the return of the deposit.

| | |
|------------------------|--|
| Account Name: | |
| Account Number: | |
| Sort Code: | |

Signature & Agreement:

I have received, read, and understood the Standard Conditions Of Hire Agreement and will abide by them.

Signed:

**By the Hirer named
above**

Date:

Signed:

By AVC Bookings Officer

Date:

Where to send completed forms:

Please return this completed booking request form to:

Bookings Officer, 1 Mill Yard, Haddenham, Ely, Cambs, CB6 3TT

OR email to: bookings@arkenstallcentre.org.uk

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Email: bookings@arkenstallcentre.org.uk Bookings phone line: 07538 449677

Bookings email and phone line are open from 9am to 1pm – Monday to Friday.

Our Bookings Officer will get back to you within 3 days or earlier.

Booking Request Form '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:

Email address:

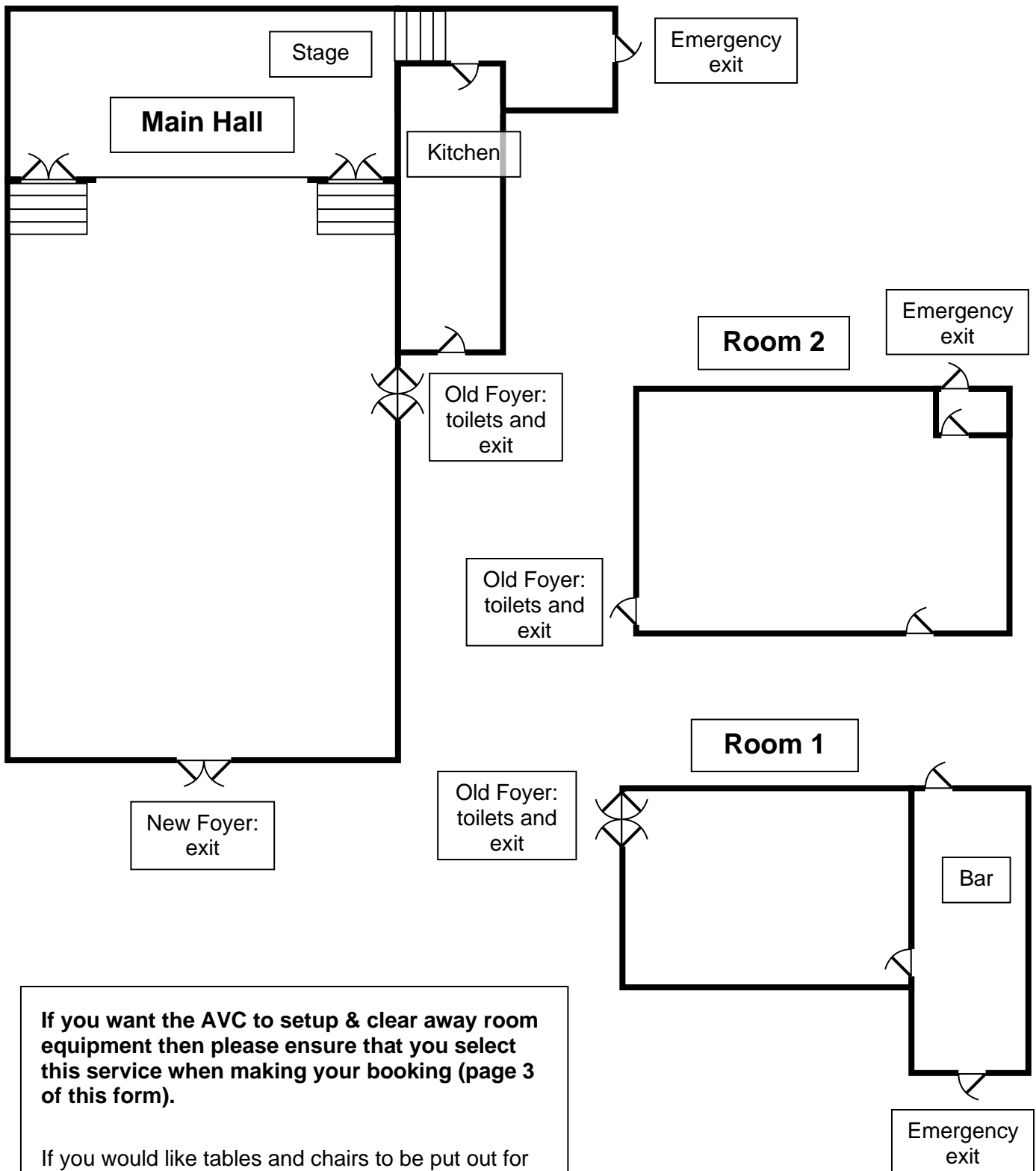
Mobile telephone no:

Other telephone no:

If you want the AVC to setup & clear away room equipment then please ensure that you select this service when making your booking on page 3 of this form and indicate how you would like this room equipment setup on page 6.

FOR OFFICE USE:

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



If you want the AVC to setup & clear away room equipment then please ensure that you select this service when making your booking (page 3 of this form).

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)

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Fees & Charges from 1 February 2024

Groups who block book (minimum of 10 bookings or 10 hours over the course of the year) will receive **around 30%** off the **Standard Hirer Rate** and will be classed as a **Regular Hirer**. All rates will be (reviewed/renewed **1st February** each year).

| Hourly Charges | Monday – Saturday 9am – 10pm* Sunday 9am – 5pm* | | |
|---|--|---------------|----------------|
| | Junior (0-16yrs) | Regular Hirer | Standard Hirer |
| Room | | | |
| Main Hall | £17 | £19.50 | £28 |
| Room 1 or 2 | £8.50 | £9.75 | £14 |
| Whole Centre (inc. kitchen – min 4 hours booking) | £30 | £33.75 | £48 |

*All evening events must finish no later than 10pm. A late finish of midnight may be available for Friday and Saturday bookings, however a **Late-Night Supplement of £80** will be charged. **Please note: The Village Centre may be available outside of these times, please contact us to discuss your requirements.**

| Whole Day Charges | Monday – Sunday 9am-5pm** | | |
|-------------------|---------------------------|---------------|----------------|
| | Junior (0-16yrs) | Regular Hirer | Standard Hirer |
| Room | | | |
| Main Hall | £110 | £131.25 | £188 |
| Room 1 or 2 | £55 | £65 | £93 |

**Bookings past 5pm are possible and will be charged at the appropriate hourly rate or should you wish to hire the entire Centre, then this can be arranged – speak to the Facilities Officer.

| Additional Charges | |
|--|---|
| Equipment set up/take down (per hire/room) by arrangement – min fee £5 | 10p per plastic chair 15p per brown tables |
| Projector Screen | £5 per hire |
| Use of Kitchen/Bar - food & drinks preparation | £25 per hire |
| Use of Kitchen – drinks preparation only | £5 per hire |