



Mepal Parish Council Pavilion and Field Hire

To hire the Community Pavilion or any part of the Recreation Field [please visit our booking page](#) to see live availability and make a booking or if you are not able to book online contact the Mepal Parish Clerk at clerk@mepalparish.org or tel. 01353 741066 for availability.

The hirer may provide the names of up to 2 nominated contacts who are the **ONLY** people permitted to have access to the key box to enter the premises and take responsibility for the keys during your hire period. The keys or codes are not permitted to be shared with any other person for insurance and security purposes.

To make a booking you must be 18 or over and you must accept the hire conditions and information in the Appendices set out in the terms and conditions which apply to the Pavilion and Recreation Field. Please note that bookings are provisional until payment has been received and a signed copy of these terms and conditions send to the Parish Clerk.

I have read and accept the terms and conditions

This booking is for a one-off booking

This is a block booking request

This is a football pitch booking for multiple dates in a single season

(Multiple pitch bookings will require a Memorandum of Understanding (MoU) to be signed between the sports club and Mepal Parish Council relating to an obligation to meet the costs of the required annual pitch maintenance contract approved by the Parish Council. No block bookings for pitch hire can be accepted until the MoU is signed and funding can be confirmed).

NAME (block capitals)	SIGNATURE	DATE

The hire agreement and pricing can be found on the next page.

Mepal Parish Council Pavilion and Field Hire

Hire Agreement

Main Name of Hirer (nominated person 1)	
Address	
Telephone Number	
Email address	
Additional Contact (nominated person 2)	
Telephone Number	

Hire Tariff – hourly costs

Tariff	Details	Charges
A	Pavilion Social Room & Kitchen Hire	£12/hour
B	Match day booking (maximum 4 hours) including social room, kitchen, changing rooms and pitch – subject to MoU – cannot be booked online	£65
C	Pitch Usage for recognised groups – subject to MoU – cannot be booked online	£6.25/hour
D	Recreation Field event hire ¹	POA
E	Use of MPC Gazebo (8m x 4m)	£50 per booking

¹The hire costs for the use of the Recreation field for specific one-off events will be negotiated with the hirer dependant on the specific use required and length of the booking.

If the hirer does not leave the premises in in the condition that they found it at the start of the hire period, then a supplementary cleaning charge of £30/hour will be charged.

Hire Details

Tick if this is this to be a repeat booking and give relevant details in the purpose of hire box or on a separate sheet (eg fixture list)

Date of hire (day and date) *	
Start time of hire	
How many hours	
Tariff	£
Total booking cost (per booking)	£

*Provide a list for multiple/repeat bookings

Purpose of hire

I will provide evidence of my third-party liability insurance (if applicable)
(The booking remains provisional until evidence of insurance is provided).