



## Community Pavilion and Field General Hire Form

To hire the Community Pavilion, car park 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](mailto:clerk@mepalparish.org) or tel. 01353 741066 for availability.

The hirer must provide the name of all people who will 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. A separate code will be provided to each named individual, and this is for their use ONLY.

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**

| <b>NAME (block capitals)</b> | <b>SIGNATURE</b> | <b>DATE</b> |
|------------------------------|------------------|-------------|
|                              |                  |             |

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

# Community Pavilion and Field General Hire Form



## Hire Agreement

|  |  |
|--|--|
| Main Name of Hirer<br>(nominated person 1) |  |
| Address                                    |  |
| Telephone Number                           |  |
| Email address                              |  |
| Names of all additional<br>lockbox users   |  |
| Telephone Number                           |  |

## Hire Tariff

| Tariff Details                           | Charges         |
|--|-----------------|
| Pavilion Social Room & Kitchen Hire      | £12/hour        |
| Recreation Field event hire <sup>1</sup> | POA             |
| Use of MPC Gazebo (8m x 4m)              | £50 per booking |

<sup>1</sup>The 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

|                                  |   |
|----------------------------------|---|
| 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).