

POTTON TOWN COUNCIL
HIRE OF THE PAVILION, MILL LANE, POTTON SG19 2PG

Date of function			
Time of function (to include set up and clearing up time)			
Start time		Finish time	
		Total Hours	
Name and address of Hirer (including post code)		Deposit and fee required to secure booking¹	
		Events for children under 5 years	£50.00
		Events for children 6-12 years	£50.00
		Events for teenagers and young people up to 25 years	£200.00
		Events for adults over 25 years	£100.00
Telephone/mobile		All other events	£100.00
Reason for Hire (# delete as appropriate)		¹ Within one week of provisional enquiry. Deposit cheque will be refunded following first Town Council meeting after hire.	
i) Private function	# YES / NO		
Please give details:			
ii) Organisation (if appropriate)			
iii) Other			
iv) Approx. numbers attending			
Requirements (# delete as appropriate)			
v) Request to bring alcohol onto premises		# YES / NO	
vi) Bar licence required/applied for		# YES / NO	
vii) Request to Perform Public Entertainment required		# YES / NO	
viii) Performance licence required/applied for		# YES / NO	
I confirm I have received and agree to be bound by the Terms and Conditions for the Hire of The Pavilion, Mill Lane, Potton SG19 2PG.			
I enclose the full fee together with the appropriate deposit in respect of the function and understand the possible restrictions relating to its return. The deposit and fee will be banked at the time of booking.			
Please make cheques payable to Potton Town Council .			
<p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature of Hirer		Please return this completed form to: Bookings Assistant Potton Town Council The Community Centre Brook End Potton SG19 2QS Tel: 01767 260086 Email: pottoncounciladmin@btconnect.com	
Name (please print):.....		The Caretaker will meet you at the hall at the start time you have requested.	
Date:			