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

Date of function					
Time of function (to include set up and clearing away time)					
Start time		**Finish time**		**Total Hours**	

Name and address of Hirer (including post code)	**Deposit and fee is required to secure booking[1]**
	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 will be banked and refunded by cheque 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 or applied for (if selling alcohol)	# YES / NO
vii) Request to Perform Public Entertainment required	# YES / NO
viii) Performance licence required or 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.

Payment (Card payments not accepted)	Bank transfer to **Potton Town Council** Lloyds Bank plc | Sort code 30-90-79 | Account no. 00512039 OR please make cheques payable to Potton Town Council.

X _____

Signature of Hirer

Name (please print): .....

Date: .....

Please return this completed form to:

Administration Assistant
Potton Town Council
The Community Centre
Brook End
Potton
SG19 2QS

OR by email to: pottocouncilbookings@btconnect.com

Please call 01767 260086 if you have any queries.

The Caretaker will meet you at the hall at the start time you have requested and again promptly at the end of your booking. You must not leave the premises unattended. Please do not leave the premises before the Caretaker has arrived to lock up.