

**SAWSTON PARISH COUNCIL
MILL LANE PAVILION AND GROUNDS
BOOKING FORM**

Hirer Name _____

Group Title _____

Address _____

Telephone: Landline: Mobile: _____

E-mail _____

Purpose of Booking _____

Date(s) required _____

Time required _____

Anticipated Attendance _____

I confirm I am over 21 years of age. I/we agree to pay the hire charge of £ + 20% VAT and a refundable £250 security and cleaning deposit.

If you are using the kitchen please provide details of the caterers –

If you are a regular user of the kitchen and are cooking for yourselves, you will need to provide the Parish Council with your Food Hygiene Certificate

You will be shown around the pavilion by the Facilities Administrator/Parish Clerk and made aware of the safety hygiene in the kitchen and of the fire procedures.

Noise is to be kept to minimum in the external areas of the premises to respect the needs of local residents.

All external doors to the premises shall be closed at all times during regulated entertainment except for ingress, egress or in the case of an emergency. Windows should also be kept shut.

Live and/or recorded music constituting regulated entertainment shall only take place on 2 days per week and on no more than 2 consecutive days.

All rubbish is to be removed from the premises after the event.

Signed _____ Date _____

Print Name _____

For Sawston Parish Council Booking use:

I am pleased to confirm your booking as above.

Deposit received £_____ Balance £_____ to be paid by _____

Security and Cleaning Deposit received £_____

Signed _____ Date _____

The lights in the main hall are not on a sensor so please switch off before you leave.