**Trumpington Pavilion: Booking Form**

**To be completed by the Hirer**

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Please include your set up times and pack away times in your booking

Purpose of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need assistance with getting furniture out and put away? Yes No

If so, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximately how many people will be attending this event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like the patio doors and/or rear gate open, please speak to the caretaker when you arrive.

**Please Note that the hire of the Pavilion does not extend beyond the patio area. If you wish to use the playing fields, you need to apply to the City Council (Open Spaces) for permission.**

I have read the Terms and Conditions of Hire and the Letting Policy and agree to abide by them.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send completed form by email or post to:

Trumpington Pavilion, Paget Road, Trumpington, Cambridge CB2 9JF

**Charges**

**Weekday bookings**

Organisations and meetings £**15.00** per hour and in addition an opening up/handover fee of £7.50 will be charged for each booking

 **Friday Evenings / Saturday bookings and Party’s**

Organisations and meetings **£15.00** per hour and in addition an opening up/handover fee of £10.00 will be charged for each booking

**Sunday bookings**

Organisations and meetings £15.00 per hour and in addition an opening up/handover fee of £15.00 will be charged for each booking

**Please note that no booking is complete without both the booking form and payment in full.**

All enquiries to: Trumpington Pavilion Managers

Tel: 01223 847433

Email: pavilion@trumpingtonresidentsassociation.org

Trumpington Pavilion is administered by the Trumpington Residents’ Association. Registered Charity Number 1138271. A Company Limited by Guarantee. Company Number 6729377. Registered in England. Registered Office: Trumpington Pavilion, Paget Road, Trumpington, Cambridge CB2 9JF.