



London Colney Parish Council

Caledon Community Centre

Caledon Road, London Colney, AL2 1PU

Booking Form

Details of Applicant

Name _____

Address _____

Tel _____

Date of Hire _____ Times reqd _____

Purpose _____

Approx No of persons (max 150) _____

Signature _____

Please note that by signing this form you agree to be bound by the Parish Council's Hall Hire Terms and Conditions

Facilities

	Hall	Kitchen (indicate food prep/cooking)	Lounge Bar Area (limited weekday availability)	Total
Duration				
Charge				

Hire charges Hall/Lounge:

Saturdays/Sundays	7pm – midnight	£150
	2pm – midnight	£210
	10am – midnight	£250
Mon – Friday day	£16.00 per hour	
Mon – Thurs 6pm on	£17.00 per hour	
Friday evening 6pm on	£30 per hour	
Saturday & Sunday day	£20 per hour	
Sat & Sunday 6pm on	£30 per hour	

Hire Charges Kitchen

Up to 4 hours	
For food preparation use and use of hot water for teas & coffees	£10 per hour + VAT
For full use of kitchen facilities, including cooker, grill & hotcupboard	£15 per hour + VAT
Over 4 hours	Flat fee £80 + VAT

Note: Times booked should include set-up & breakdown and all areas must be left clean and tidy. Floor plan to be provided for table & chair requirements which will be set out by the caretaker.

Alcohol

Provision of Bar during licensing hours is included in prices. All alcohol must be purchased through the Parish Council. Corkage will be charged on any alcohol brought onto the premises.

Deposits

£60 deposit/full amount if less to be paid at time of booking. Balance to be paid no less than 28 days prior to event. (Deposit non-returnable if booking is cancelled within 28 days of hire date). £100 security deposit is required for bookings. This will be refunded in full subject to the venue being vacated by the agreed time and in the condition which is laid down in the booking agreement.

Office Use Only

Booking form & deposit rcvd	£		Balance rcvd	£	
£100 Security Deposit	Received (date)		Returned (amount & date)	£	