



London Colney Parish Council

Caledon Community Centre

Caledon Road, London Colney, AL2 1PU

Booking Form

Date of Hire _____

Details of Applicant

Name _____

Address _____

Tel _____ Email _____

Purpose of hire _____

Approx No of persons - Hall (max 150) (120 Seated)

Small Hall (max 60) _____

Signature _____

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

Hire charges Hall/Lounge:

Mon – Friday day	£23.00 per hour
Mon – Thurs 6pm on	£24.00 per hour
Friday evening 6pm on	£27.00 per hour
Saturday & Sunday day	£27.00 per hour
Sat & Sunday 6pm on	£27.00 per hour
Commercial Organisations	£35.50 per hour

Hire Charges Kitchen

Up to 4 hours

For food preparation use and use of hot water for teas & coffees £16 per hour including VAT

For full use of kitchen facilities, including cooker, grill & hot cupboard £22 per hour including VAT

Over 4 hours Flat fee £100 including VAT

Facilities

	Hall	Bar	Kitchen (Full/Prep)	Lounge Area (Small Hall)	Total
Times Req'd					
Charge					

BAR From 1st May 2024 the bar will be cashless, so all purchases need to be made by card.

Times booked must include set-up & breakdown. Areas booked will be opened and closed at times booked on this form and all areas must be left clean and tidy.

Customers can arrange seating plans themselves upon arrival (during booked times).

All requirements must be specified on this form and no major additions/changes can be requested within 14 days of event.

Note: Due to our licencing conditions we are unable to accept birthday party hires for ages 13 to 25 years. Any hirer breaching this condition will forfeit their deposit

Alcohol Provision of the bar for a maximum of five hours per session during licensing hours is included in prices of hire. All alcohol must be purchased through the Parish Council. Any alcohol not purchased at the bar by the hirer / hirer's guests will be deducted from the hirers deposit

Deposits £100 security deposit is required for bookings. This will be held by us and returned subject to the venue being vacated by the agreed time and in the condition which is laid down in the booking agreement.

Balance to be paid no less than 28 days prior to event.

Deposit is non-returnable if booking is cancelled within 28 days of hire date.

Payment by BACS: The Co-Operative Bank
Account Name: London Colney Parish Council
Account No: 65180305
Sort Code: 08-92-99

Over the phone card payments can also be made

Here at London Colney Parish Council we take your privacy seriously and will only use your personal information to administer the services you use from the Parish Council. Please indicate below that you understand that we need to hold this information on file in order to contact you about these services.

I understand that London Colney Parish Council holds my personal information in order to contact me about the services I use from the Parish Council and that I can access this information at any time.

Please let us know how you would prefer to be contacted.

Post **Email** **Telephone**

Office Use Only

£100 Security Deposit	Received (date)		Returned (amount & date)	£	
Hall Hire	Received (date)				

Booking Checklist

Hirer has received:	Date	
Terms and conditions		
Fire Policy		