



Castlethorpe Village Hall

How to book

You can check whether the date you want is available online on the [Booking Calendar](https://castlethorpe-pc.gov.uk/vhbooking.html) at: <https://castlethorpe-pc.gov.uk/vhbooking.html>
But please confirm your booking before you make any arrangements for entertainers, catering etc in case the date has just been taken. Check availability by phoning the Booking Clerk (number below)

More information, including hire charges and the Booking Form is included in this brochure or can be [downloaded from here](#) and either filled in online or downloaded to be printed out and filled in. You can pay by credit card, debit card, Apple Pay, Google Pay, cheque or bank transfer.

Send the completed Booking Form to

Karen Russo
Village Hall Booking Manager
2 Maltings Field
Castlethorpe
Milton Keynes MK19 7EG
Tel: 07702 555206
Email: castlethorpevillagehall@gmail.com

You will receive an email from the Parish Council when your booking is confirmed.

The Hall's address is:
Castlethorpe Village Hall
North Street
Castlethorpe
Milton Keynes MK19 7EW

What3Words address: news.permit.access



Castlethorpe Village Hall

Terms and conditions of hire

PLEASE RETAIN FOR YOUR RECORDS

- **The hall, toilets and kitchen** should be left in a clean condition at the end of the hire. All floors should be swept and if necessary, washed. The counter tops, cooker and sink must be washed down after use.
- **Rubbish must be bagged up and taken home for disposal.** It is **not** to be left in the lobby or outside the hall.
- **Wet wipes**, disposable nappies and sanitary products are **NOT** to be flushed down toilets and must be taken home by hirers for disposal.
- **Tables** should be neatly stacked in the storeroom with their fronts facing each other. **Chairs** should be put back on the racks with the **green side facing outwards** for balance.
- **No** equipment is to be left out in the hall other than that agreed by the committee.
- **Misuse or damage** of any equipment will result in a charge being made.
- The school PE mats & equipment and the pool table are **not for use** by other hirers.
- The hirer is responsible for the behaviour of those using the hall and is asked to ensure that as little disturbance as possible is caused to the people living near the hall.
- **Keep fire exits clear at all times**
- **Keys** must be returned as soon as possible to the booking clerk at the end of your event unless otherwise agreed with the booking clerk. Failure to do so may result in extra charges being applied.
- **All breakages** must be reported to the Booking Clerk as soon as possible.
- **The hirer is expected to check the condition of the hall at the beginning and end of the hire session and will be held responsible for any damage caused or cleaning which is required. An additional charge to cover the cost may be levied by the Parish Council to rectify this.**

Hire and cancellation

Hire rate: £25 per hour

HIRE RATES ARE SUBJECT TO A VILLAGE RESIDENT DISCOUNT

All events must be finished by 11pm Sunday to Thursday and 11.45pm Friday and Saturday
Cleaner hire rate £12.50 per hour – let the Booking Manager know if you wish to hire a cleaner

Please note that you are responsible for taking all rubbish home and also for cleaning and tidying the hall yourself if you have not booked a cleaner, as stipulated in the Terms and Conditions. A further fee may be charged if this is not done or if any damage has been caused.

Cancellation charge

60 days or more before event:	Full refund
59-30 days before event:	50% refund
29-15 days before event:	25% refund
14 days or less before event:	No refund

THINKING OF STARTING A GROUP ? NEED A PLACE TO MEET ?

Ask the Booking Manager for the special rates for regular use



Castlethorpe Village Hall booking form

Your name:

Email:

Phone:

Address:

Town:

Postcode:

Date of event:

Start time:

End time:

Reason for hire (eg children's party):

Name of licence holder if there is a licensed bar?

NB: Hirer is responsible for obtaining the licence:

Cleaner required to sanitise the hall before the event @ £12.50 ph? Yes No

Cleaner required to clean the hall after the event @ £12.50 ph? Yes No

Payment details

Please note that bookings are not confirmed until the hire fee has been paid in full.

The hire fee is £25 per hour for all bookings, unless otherwise agreed. Please add the £12.50 mandatory sanitising charge and any cleaning charges to the total amount.

I wish to pay the hire fee of £ _____ by credit/debit card. For card bookings please go to our secure payment link at castlethorpe-pc.gov.uk/villagehall/ or use the form on the next page.

I wish to pay the hire fee of £ _____ by bank transfer to BACS: Lloyds Bank TSB
BIC: LOYDGB21052 Account No: 03696370 Sort code: 30-15-53. Please email details to clerk@castlethorpe-pc.gov.uk if paying via BACS.



By signing or typing my name below I confirm that I am aged 21 or over and have read and agree to the Terms and Conditions of hire and have kept a copy of these for my own records.

Signed:

Date:

