



# Newton Poppleford Playing Field Foundation – Booking Form

Please read the **Terms & Conditions of Hire** before completing this form. Hirers may be required to pay a **£20 returnable deposit** as per clause 2 of those Terms & Conditions.

1.	Hirer Name/Organisation:						
2.	Address of Hirer (must be over 21 years of age)						
3.	Contact number:						
4.	Email address:						
5.	Date(s) of Hire: Check availability via website						
6.	Times of Hire:	From:	am/pm	To:	am/pm		
7.	Licensing:	Please tick here if it is your intention to apply for a Temporary Event Licence to sell alcohol at your event. Alcohol may NOT be sold on the premises without a licence such licence to be displayed on the premises for the duration of the event.					
8.	Facilities required: (please tick)	Pavilion Hall		Pavilion Kitchen			
		Playing Field		MUGA			
9.	Please advise approximate numbers of attendees at your event and age ranges:	Total:	Under 16	16-25	25-60	Over 60	
9.	Charges:	Hire charges are as follows: Private Hire of the Pavilion – £17 per hour Kitchen Hire – less than 2 hours £10 - more than 2 hours £25 Bouncy Castle hire levy (to cover electricity) - £5 Community Youth Event (must be open to all) - £8 per hour Community Adult Event (must be open to all) - £10 per hour MUGA - £10 per hour off-peak - £20 per hour at peak times					
10.	Please calculate your hire fees:	Hours	x	PAV Rate	£	=	£
				Kitchen			£
				Castle			£
				MUGA			£
				TOTAL			£
10.	Payment Method:	Payment may be made by cheque or bank transfer – we do not accept cash. <b>For Direct Payments Sort Code 30-90-89 Account no. 38983168</b> Payments to be received 14 days prior to event date. The postal address and bank details will appear on the invoice.					
11.	Terms & Conditions:	I confirm that I have read, understood, and accept the Terms & Conditions of Hire:  Signature .....  Name .....					

Please return this form to: NPPFF Bookings, The Pavilion, Back Lane, Newton Poppleford EX10 0EZ or email to: [nppavilion@gmail.com](mailto:nppavilion@gmail.com)

GDPR: Your contact details will be securely stored for a limited time and used solely for the purpose of the management of bookings. The lawful basis for the processing of this data is a necessity to create a hire contract between us.