****

**BOOKING INFORMATION & CHARGES FOR THE Old School Hall**

The hireable space is the Old School Room (total area 48.40 sq.m) and an attached kitchen.

**Booking Fee:**

* Ivinghoe Parish and Pitstone residents or organizations:
  + £12 per hour if more than 12 bookings are made at one time
  + £14 per hour for ad hoc hires
* Residents/organizations not located in Ivinghoe Parish and Pitstone
  + £14 per hour if more than 12 bookings are made at one time
  + £16 per hour for ad hoc hires.

**IMPORTANT:** If your function is likely to generate traffic and a need for car-parking, please consider hiring The Lawn from the Parish Council – car-parking in the High Street is very limited.   
Parish Council Booking Form: <http://www.ivinghoepc.org.uk/community/ivinghoe-parish-council-12882/the-lawn/>

|  |  |  |  |
| --- | --- | --- | --- |
| **SPACE BOOKED: Old School Room, Ivinghoe Old School Community Hub**  **Note: 60 people maximum overall** | | | |
| **TYPE OF EVENT** (Brief description): | | | |
| **Date of Hire:** |  | **Start and end of Hire:** | From:  To: |
| **Fee due:** |  |  |  |
| **Name:** |  | | |
| **Address:** |  | | |
|  | Signing below indicates your acceptance of the Conditions of Booking – see overleaf. | | |
| **Signature:** |  | **Date:** |  |

**Complete the form and email to:** [secretary@ivinghoehub.co.uk](mailto:secretary@ivinghoehub.co.uk)

**Conditions of Booking:**

Fees are subject to the condition that the rooms are left clean, tidy, and without damage.

Please ensure that all rubbish, bottles, etc., are removed and/or recycled neatly within the Hub’s appropriate bins – substantial rubbish and waste to be removed from the site.

**Smoking is not permitted on the premises.**

**BOOKINGS** must be made on the official Hub Booking Form, and in the Booking Diary (held by the Hub Secretary). Verbal requests must be confirmed by completion of a booking form and passed to the Hub Secretary – email: **secretary@ivinghoehub.co.uk**.

**PAYMENT** – Cash/BACS or cheque – cheque payment to be made not less than 14 days prior to the booked date, if paying by cash then not less than three days prior to booked date. Cheques should be made payable to ‘Ivinghoe Old School Community Hub’ and can be posted to the Hub Secretary at Ivinghoe Old School Community Hub, 2 High Street, Ivinghoe.

**MUSIC** and Disco Amplification: This must be neighbour nuisance aware – out of civility, and risk to our Music Licence renewal risk.

**CANCELLATION:** Fees are payable in FULL unless seven days’ notice is given.

Period Block Bookings: Payment is requested promptly upon invoice prior to the first hiring date. The Management Committee reserves the right to withdraw this facility at any time.

**NUMBERS:** Is limited to 60 and is limited by Law, governed by space available and width of Fire Exits.

**LICENCES:** The Ivinghoe Old School Community Hub has now purchased a licence for Public Music Use (unlimited hours stipulated) – but not a permanent licence for the sale of alcohol. A ‘Temporary Event Licence’ may be obtained by a hirer, with prior approval from the Trustees – this Temporary Event Licence to be obtained from Buckinghamshire Council – noting the requirement to also keep the Thames Valley Police Authorities and Environmental Health at Buckinghamshire Council informed of any event which includes the sale of alcohol.

**FIRE AND EMERGENCY REGULATIONS:** Fire Extinguishers are contained within the Hub premises, and hirers must familiarise themselves with Fire and Emergency Evacuation Procedures and information posted within the Community Spaces and on Notice Boards, at the beginning of each event.

**CLEANING CONDITION:** Please ensure that the room, furniture and kitchen are left in a clean and tidy condition, check that all lights and electrical equipment have been switched off before leaving; ensure water taps are turned off, doors and windows locked.

Always sweep and/or vacuum cleaning after use. Brooms, dustpan and brush, are at the front of the table rack, and a vacuum cleaner is in the Hub Office, available on request – please provide your own bin liners for refuse and clean all tables and chairs – large refuse and recycling bins are available at the rear of the Hub, behind the sheds.

The Trustees reserve the right to add such other special conditions as they consider necessary. Any damage caused charged at rectification cost plus 10%.

PLEASE NOTE: IT IS THE HIRER’S RESPONSIBILITY THAT ALL ATTENDEE’S OF EVENTS/CLASSES ETC… ARE ADHERING TO THE CURRENT COVID REGULATIONS.