



Moulsoe Millennium Hall

Moulsoe Millennium Hall  
Cranfield Road, Moulsoe, MK16 0HB

www.moulsoemillenniumhall.co.uk  
Bookings Email: [moulsoehall@aol.co.uk](mailto:moulsoehall@aol.co.uk)

## Booking Request Form

**Today's Date:**

**Date(s) of Booking:**

**Your Name:**

**Organisation (if applicable):**

**Address inc post code:**

**Telephone:**

**Email:**

**Purpose of Hire/Type of Event:**

**Number of Children:**

**Number of Adults:**

**Times Required:**

**Your Bank Details for Deposit Refund**

**Account Name:**

**Account Number:**

**Sort Code:**

### Next Steps

- Please read the enclosed Terms and Conditions of Hire carefully.
- Complete the above information to request your booking providing all the details requested.
- By completing this Booking Request Form you are confirming receipt and understanding of these terms and conditions of hire. Also the penalties liable if these terms are not adhered to.
- The request will not be considered unless you indicate by ticking the box below that you accept these terms.

I, the Hirer, sign below to accept the terms of conditions of Hire and to be bound by these terms.

**Name:**

### What happens next?

- Once the completed booking form has been received and verified by the bookings manager, the date will be confirmed as provisionally booked. Details of required payment total (including security deposit) and bank details will be sent to you at this time.
- Full payment plus deposit must be received by BACS within 7 days of the above. Failure to make payment within this time could result in the cancellation of your booking.
- Your booking will then be confirmed. If in the unlikely event it is necessary to cancel your booking, we will inform you promptly and you will not be charged for this hire. If you need to cancel, please see the enclosed Terms for details.



## Terms and Conditions

### Hall Hire Prices (from 1<sup>st</sup> January 2024)

<b>Monday to Thursday</b>	<b>08:00 – 21:00</b>	
	£16 per hour All bookings must include time to set up and clear Hall (part hour available for this). Access to the Hall not permitted prior to start time of the hire.	
<b>Friday to Saturday</b>	<b>08:00 – 18:00</b>	<b>18:00 up to 23:00</b>
	£20 per hour	£200 per session
	All bookings must include time to set up and clear Hall (part hour available for this). Access is not permitted prior to start time of the hire.	Booking must include set up time and clear Hall by closedown. Additional time required for cleaning must be booked on the following morning. Fee is per session, no part session fees available. Access is not permitted prior to start time of the hire.
<b>Sunday</b>	<b>08:00 – 18:00</b>	
	£20 per hour	
	All bookings must include time to set up and clear Hall (part hour available for this). Access to the Hall not permitted prior to start time.	

- The hall capacity is limited to 60 people (if seated) but 80 (if standing). If numbers exceed these limits, or greatly exceed the numbers indicated in your booking request, a charge may be levied. Anteroom can be used for serving food.
- If you require additional time to set up and/or clear up, then time before or after your event time must be included in your booking.
- Please note the hall should be vacated by the close of your booking, including the car park. Vehicles may not be left in the car park overnight.
- If you are using a catering or events company, all their equipment must be removed from the hall and the surrounding grounds by the end of the booked session.
- Excessive use of utilities, for example electricity or water, may incur an additional charge.

### Concessions

- Village residents (discounts only apply if 2 or more hours / sessions are booked on Fri, Sat or Sun)
  - (private parties): 50%; (businesses): 25%
- Charities (with charity bank details): at discretion
- Parish Council, Church and Village Hall Committee events: no charge
- Special rates available for regular bookings on application only.

### Cancellation

- More than four weeks: All monies less a £10 administration fee returned.
- Less than four weeks: Security Deposit & 50% of Hire Charge returned.
- Less than two weeks: Security Deposit Only Returned.



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### **Booking Procedure**

- Download the booking form, complete with all the information requested and save.
- Return the completed form by email to [moulsoehall@aol.co.uk](mailto:moulsoehall@aol.co.uk).
- Once the completed form has been received and verified by the bookings manager, the date will be confirmed as provisionally booked.
- Full payment plus security deposit must be received by BACS within 7 days of the above. Failure to make payment within this time will result in the cancellation of your booking.
- Your booking will then be confirmed.
- Functions predominately involving 16 – 21-year-olds must be always supervised by an accountable adult.

### **Security Deposit**

A refundable deposit is payable with the full balance at time of booking. A deposit of £100 for weekday daytime sessions and £200 for weekday evening session or weekend sessions.

Should you infringe any of the terms set out in this information sheet, then we reserve the right to withhold all or part of your deposit. This deposit less any charges as described in these terms will be refunded within 7 days of your event via BACS. In extreme cases, any additional costs for cleaning, repairs or loss replacement may be recharged to you, including where those costs exceed the deposit held.

These are examples of where charges will be made against your deposit, however please be aware that the Hall Committee reserves the right to withhold all or part of the deposit where any conditions of hire are not met:

- If you do not leave the hall secure and vacate the hall and car park at the end of your last booking session. If the booking spans several days, then this applies to the final session of each day. There are no exceptions to this,
- If the Hall has not been left in a clean condition,
- Causing any unreasonable levels of noise affecting surrounding buildings. This includes during the session time and at departure,
- Should there be damage to the hall requiring repair or restoration, including any costs in excess of the deposit held,
- It is recommended that helium-filled balloons are not used in the hall. A charge of £30 will be made to cover the cost of hiring equipment if any balloons are not retrieved by the hirer before departure,
- Only Scotch Magic Tape should be used to fix items to the Hall surfaces, as this reduces the risk of damage. The use of Blu tack, sellotape and drawing pins and other fixings is not allowed. Damage to the Hall surfaces will be liable for the repair costs,
- Confetti (includes biodegradable) and similar is not allowed. Work to clean up confetti will be charged as additional cleaning.

### **Parking**

- Parking in the Carrington Arms car park alongside is not allowed unless the owner of the vehicle is staying at the Carrington Arms overnight.
- The hire includes 19 off-road parking spaces only in the hall car park with dropped kerb for wheelchair access.
- Hall users are expected to park with care, courtesy, and consideration, and not to cause any obstruction to other car park users, emergency services or other legitimate traffic.
- Alternative parking or travel arrangements will need to be made if further parking is required. Additional parking on the field is only allowed with prior arrangement at the time of the booking.
- It is the hirer's responsibility to ensure that all parking guidance is followed. Inconsiderate parking or use of the car park may result in charges against the Hirer's deposit.



### **Cleaning**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. The hall hiring rates displayed above are based on the Hall being left in the same condition as when you arrived. This includes the kitchen and outside spaces. Floors should be cleared and swept of all debris including decorations, tables wiped and restacked and chairs returned to the storeroom, crockery etc washed and put away, and rubbish cleared. Cleaning materials are supplied (mop and broom can be found in entrance hall cupboard). Our cleaners will mop the floors and clean the toilets.

All recyclable rubbish must be taken home. If there is room in the bin in the compound outside the hall, you may place your black sack rubbish in it.

We charge £15 per hour for cleaning and this can be requested at the time of the booking.

### **Catering & Bar**

The hire includes the use of Hall chairs (approx. 80) and 28 collapsible tables – 1520x760. If the tables and chairs are used by the hirer, tables must be wiped and restacked neatly in the store room, and chairs returned to the storeroom, also neatly stacked in multiples of 6.

The hall has a kitchen with a hob, oven and microwave, fridge and freezer included in your hire. No cooking pans and utensils are provided. Other cooking equipment, including but not limited to barbeque equipment and camping stoves, cannot be used inside the hall. The hirer can organise their own catering. Catering vans are permitted but must be parked in the car park and not on the grass.

Crockery and cutlery is available free of charge – there is crockery and cutlery for approx. 60.

The hall is not licensed to sell alcohol. The hirer may organise their own bar provided that the bartender is fully licensed. Also, the hirer can supply their own alcoholic and non-alcoholic beverages (BYOB) and no corkage fee is levied. Glasses are not available.

BBQs are allowed on the grass area to the rear of hall but not resting directly on the ground. Hirer to supply equipment and take away, including all coals etc..

### **Play Area and Playing Field**

The play area and playing field adjacent to the hall is available for your use. However, you are advised that this is a public space and anyone from outside your event must be able to use it. No food or drink should be taken past the edge of the veranda. Bouncy castle cannot encroach into this area, nor are vehicles permitted, except where parking in designated areas has been pre-agreed at the time of the booking.

### **Safety**

Bouncy castles are allowed. If inside, please see section "Size of Hall" and view floor plan below. If outside, these should be positioned to the rear of the hall not on the play area or playing field, which are public spaces.

No naked candles permitted.

Light switches are in entrance hall cupboard. All lights must be turned off when leaving.

Fireworks if used must be outside only, must finish by 10:30pm and the Hirer must provide evidence of insurance prior to the event. A charge will be levied for clearing up spent rockets etc..

If a Marquee is to be used it must be sited behind hall and removed by the end of the final booked session.

Please note the Hall is fitted with both internal and external security cameras that are only used to preserve the security of the building and the safety of those using the Hall. Only designated individuals on the Committee have access and all files are deleted after 7 days.



### Privacy Promise

Moulsoe Community Association take the privacy of your data very seriously. Our promise is to keep your data safe and private. We only request the information needed to provide the services of hire, payment and communication. No details are shared to third parties, you will not receive unsolicited marketing information and only those involved in the provision of those services have access to that data. Data is stored in accordance with existing legislation.

### Government Restrictions

Please note that whilst we will endeavour to retain your booking, we may have to close the hall at short notice. For example, due to a local lockdown or Government Regulations restricting the use of village halls. If in the unlikely event it is necessary to cancel your booking, we will inform you promptly and you will not be charged for your booking.

### Size of Hall (approx. 12m x 8m, with beams approx. 4m above floor)

