

## **ASHCOTT CORONATION PLAYING FIELDS PAVILION - BOOKINGS & CHARGES effective as of 01/05/2024**

### **FOR INFORMATION ABOUT AVAILABILITY AND FACILITIES PLEASE CONTACT THE BOOKINGS MANAGER:**

Paula Willoughby – 3 Old School Close, Ashcott / 07561 063229 / bookings@ashcottplayingfields.org

### **HOW TO BOOK & PAYMENTS**

To book the pavilion and its facilities you will need to complete a booking form available from our website or from the Bookings Manager. Payment can be done either through cash or cheque given to the Bookings Manager or if you would prefer to pay online then our account details are as follows: **Ashcott Playing Field, 30-98-28, 20366768**. When paying online please state your surname and initials in the reference.

### **BOOKINGS ARE SUBJECT TO ACCEPTANCE**

All requests to use the Pavilion facilities will be considered by the Playing Fields Committee whose decision and conditions are final. Charges are according to our published schedule. Our standard terms and conditions apply. A deposit or full pre-payment may be required and cancellations may be charged for.

### **AN ALCOHOL LICENCE MUST BE OBTAINED IF YOU SELL ALCOHOL**

To sell alcohol, you must ensure that the name and contact details of the person who will be in charge of the Bar is recorded on the Booking Form. If this information is not available at the time of booking, then it is the organiser's responsibility to provide that information to us by 14 days before the event, on the form we will send you. In the event of noncompliance, an alcohol licence will be refused.

### **USE OF THE KITCHEN**

A certain amount of cutlery and crockery or plastic table ware for children's parties are available in the kitchen for your use. (Please inform us of any breakages). We advise you to check with us first that we can meet your needs exactly in regards to numbers you wish to cater for. The main room in the pavilion will seat approximately 36 people.

### **HOW CHARGES ARE CALCULATED**

Bookings are on an hourly basis and organisers must allow sufficient time for preparation for and clearing up after their function. Use of tables and chairs, heating and lighting are included in the price. Full use of kitchen facilities can be used at a slightly higher fee.

### **CHARGES FOR BREAKAGES / CLEANING UP AFTER EVENT**

Breakage / losses will be charged at the appropriate cost of repair or replacement. Please also ensure that you leave the pavilion as you found it. Necessary extra cleaning, rubbish disposal etc will also be charged at our cost of £10 per hour.

Please also note that the pavilion is a non-smoking venue.

### **STANDARD CHARGES FOR ASHCOTT PAVILION - From 1st May 2024 until further notice.**

	<b>EVENT TIME £ Per Hour</b> local residents of Ashcott	<b>EVENT TIME £ Per Hour</b> commercial organisations and non-village residents
	£12.00	£14.00
	£15.00	£17.00

For multiple bookings throughout the year, please contact the Bookings Manager, who may be able to arrange other payment options with you at a slightly discounted price if deemed appropriate.