



Milton Keynes Village Pavilion, Worrelle Avenue,
Middleton, Milton Keynes, Bucks MK10 9AD
Email: mkvpavilion@btinternet.com
Tel: 0800 1412905
www.mkvpavilion.co.uk

MK VILLAGE PAVILION BOOKING FORM

NAME : .....

Address : .....

.....

Day Time Tel No :.....

Evening Tel No :.....

Mobile :.....

Email Address :.....

Reason for Pavilion Hire :.....

Date of Hire :.....

Number of People Attending :.....

Time You Require use of Pavilion from :.....to .....

Do You Require the Bar to be open? Y/N.....

Time You Require Bar to be open from :.....to .....

(Licensed until midnight for Mon-Thu & Sun. Licensed till 1am for Fri & Sat).

Do You Require Catering?Y/N :.....Select Menu option :.....

(Note: We do not allow your own or outside caterers.)

Do You Require a DJ? Y/N :.....

(Note: We have our own resident DJs and do not allow outside DJs or Bands.)

Do You Require Information on table & Chair hire?

(This service is normally for wedding reception only) :.....

**Do You Require a Price for toast drinks? :.....**  
.....

**Do You have any other requirements, or information you feel may be needed to help your day/evening run smoothly? :.....**  
.....

**A £50 non refundable deposit is required to secure your booking which is deducted from the total cost of the hire.**

**An additional £50 non refundable deposit is also required if hiring a DJ. This is deducted from the total cost of the DJ hire.**

**A £150 surety payment is also required for any damage, breakage or disruption to the Pavilion. This should be provided in the form of a cheque prior to the event and will not be cashed. It will be refunded in full if there are no problems. We thank you for your co-operation in this matter.**

**Note:- Please be aware that when hiring the Pavilion that it includes the main function room and patio area ONLY. We reserve the right to serve customers not involved in your function from the end of the bar (which will be screened off). They will have use of the field area, picnic tables & chairs on the field. You will NOT have exclusive use of the field.**

**Please tick box to indicate that you have read and understood our terms and conditions and sign below. (Terms and conditions available from website)**

**Please sign here :.....**

**Both these pages of this booking form should be returned by post or delivered to:**

**Milton Keynes Village Pavilion  
Worrelle Avenue  
Middleton  
Milton Keynes  
MK10 9AD**

**or email to [mkvpavilion@btinternet.com](mailto:mkvpavilion@btinternet.com)**

**Cheques payable to Milton Keynes Village Pavilion.**

**All payment to be made prior to event. 7 working days for cheque payment and 2 days for cash.**

**THANK YOU FOR YOUR ENQUIRY/BOOKING AND LOOK FORWARD TO HOSTING YOU AT THE PAVILION SOON!**

## Terms & Conditions for Venue Hire.

Room Booking – Provisional bookings will be held for 7 days but will be released if no booking form and deposit are received.

- Deposit for both room hire and DJ are non-refundable upon cancellation by the hirer.
- The hirer agrees to pay the final amount owed 7 days prior to the event.
- Cheques must be paid 7 working days prior to the event to allow it to clear.
- Cash payment must be paid 2 days prior to the event.

### Use of the Premises

#### Cancellation by MKV Pavilion

If for any reason beyond its control but not limited to strike, labour dispute, accident, act of war, act of god, fire, flood or other emergency condition, the MKV Pavilion is unable to perform its obligations or for reasonable cause in connection with any booking the MKV Pavilion may terminate the hire agreement upon re-imbusement of any sums paid by the hirer. In no event will MKV Pavilion be liable for any consequential damages.

#### Cancellation by the hirer.

In the event of cancellation by the hirer, no deposits or monies paid are refundable.

### Catering.

The MKV Pavilion will undertake all catering by its own in house team unless prior permission has been granted by the MKV Pavilion management. This decision will be made on an individual basis and at the decision of the MKV Pavilion management.

### Damage to MKV Pavilion property and grounds.

- The hirer agrees to pay the MKV Pavilion £150 as a surety payment against damages caused to the venue and grounds.
- The hirer agrees to take all reasonable precautions to ensure that no damage occurs to the venue and the staff.
- If damage occurs to the MKV Pavilion in excess of £150 then the MKV Pavilion reserves the right to render the hirer liable for replacement or repair of any or all property damaged.
- In the event of a member of the MKV Pavilion staff being injured by the hirer or any guests of the hirer attending the function, the hirer shall be liable for any claims arising.
- The hirer shall ensure that nothing is fixed to floors, walls, ceiling or any other interior or exterior of the building by means of nails, screws, drawing pins, cellotape or glue. Bluetac is allowed to attach balloons & banners to the walls only.

### Conduct / Right to exclude or eject persons.

- The hirer shall ensure that the function is conducted in an orderly fashion.
- The management reserve the right to :-
  1. Monitor sound levels from the building and request the hirer and guests to reduce noise levels.
  2. Eject any person who is deemed by the management to be badly behaved, threatening or verbally abusive to both guests, staff and management.
  3. Terminate any function where the management deem the hirer or guest to be non compliant to the above or are behaving in a way that is intimidating to staff, dangerous or that which can cause a public nuisance.
  4. In the event of termination of a party / function, the surety payment will be retained by the MKV Pavilion management.

### Data Protection Act

The details of the hirer will be held by the MKV Pavilion management for use of maintaining proper accounts and occasionally for marketing purposes. It will not be passed on to any third parties.

### Use of the Premises.

The hirer will ensure that the premises are only used for the purposes agreed by the management team.

### Time if Hire.

- The MKV Pavilion will be closed 30 minutes prior to the commencement of the booking. This will allow for cleaning and preparation of the venue.
- Decorations may be brought in to the venue prior to this time only at the discretion of the management.
- At the end of the hire period the venue will be vacated immediately and all property of persons attending the event be removed. The MKV Pavilion will not accept responsibility or any liability for any property remaining within the venue, even in the event that the management agrees to items being stored overnight.
- Any property left behind must be collected by the end of the next day or it will be discarded from the property.

### Parking

Please ensure that you park your vehicle(s) in the car park directly in front of the Pavilion or the 2<sup>nd</sup> large car park on the other side of the redway. Under no circumstances must you park in the staff or management car park directly in front of the building or on the grass verge on the main road (Worrelle Avenue).

### Termination.

In the event of any breach or non observance of these conditions by the hirer, or by persons involved in the party of the relevant event, then MKV Pavilion management will immediately revoke permission to use the MKV Pavilion and facilities