



## BOOKING FORM FOR BOSTON MANOR PARK PAVILION

**FOR FURTHER INFORMATION PLEASE TELEPHONE**  
**Café Mobile 07913 79 19 23**  
**Pavilion Landline and answer machine 020 8568 7282**  
**Or Linda 020 8579 5591**  
**Or Jan 020 8758 0565**

### APPLICANT INFORMATION

Name of Applicant			
Address of Applicant			
Post Code			
Email address	.....		
Tel. Nos.	Home .....	Mobile .....	

### BOOKING INFORMATION

Date Pavilion Required		
Proposed use		
If a birthday party, please enter name and age		
Time required. Please allow 30 minutes either side for setting up and clearing.		
No of people involved	Adults	Children
Do you require us to provide a gazebo (weather and availability permitting)? Note that help may be required to set up/take down – these cannot be erected in windy conditions.	Yes	No
Do you require us to provide food? The cost is negotiable at the time of booking.	Yes	No
Do you require use of the kitchen? There may be an extra charge	Yes	No
<b>Fee</b> All cheques to be made payable to Friends of Boston Manor <b>Pavilion Hire</b> £..... <b>Gazebo Hire</b> £..... <b>Food</b> £ ..... <b>Extras</b> £ ..... <b>The booking is not firm until payment is made in full.</b>		

### TERMS & CONDITIONS OF USE

- The premises are let on the basis that they be left in a clean and tidy condition, at least at the same level as when entered.
  - No smoking is allowed within the pavilion.
  - Day time Lets - there will be a member of Friends of Boston Manor present.
  - Evening Lets - The keys should be returned to a member of Friends of Boston Manor after the pavilion has been securely locked or, by prior arrangement and agreement, a member of FoBM will come to secure the pavilion and recover the keys. At no time should the pavilion be vacated (even for short periods of time) and left unlocked.
  - All rubbish should be placed in a black plastic bin bag (or similar) and where possible removed from site by the Applicant. Rubbish bags should never be left outside within the park.
  - Any items damaged during use must be paid for or replaced by the Applicant.
  - The Friends of Boston Manor require the reporting of any incidents or problems which occur during or by the letting.
  - Neither The Friends of Boston Manor, nor the land owners accept responsibility for accident or injury to any persons during the hire of the Pavilion. Hirers will be expected to act responsibly and retain order during hire.
- I confirm that I have read the above Terms and Conditions, agree to abide by them and take responsibility for the period of time stated.

Signed by the Applicant ..... Date .....