

BOOKING FORM FOR BOSTON MANOR PARK PAVILION OR WALLED GARDEN 2017

FOR FURTHER INFORMATION PLEASE TELEPHONE

Linda 07831 106973

Pavilion Landline and answer machine 020 8568 7282

friendsofbostonmanor@webplus.net

APPLICANT INFORMATION

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

BOOKING INFORMATION

| | |
|---|--------------------------|
| Date of event | |
| Location of event | |
| 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 expected (for furniture requirements) | Adults Children |
| Do you require us to provide a gazebo (weather and availability permitting)? These cannot be erected in windy conditions. Note that help may be required to set up/take down. | Yes No |
| Do you require us to provide food? Food average £5 per head/children's parties | Yes No |
| Do you require use of the kitchen? There may be an extra charge | Yes No |

RATE GUIDE

We have three locations that you may hire through the Friends of Boston Manor

1. The Walled Garden
2. The Pavilion
3. Outside the Pavilion*

*it would be possible to move into the pavilion should the weather be inclement.

We open weekends at 9 am and close at 4 pm. To allow time to set up and clear up at the end we would suggest that you start no earlier than midday and finish no later than 3.30 pm. Please note also that the pavilion is shared access to park users so although we open the hatch at the side of the building to cater for them we cannot exclude them from gaining access to use the toilet facilities.

| Location | Any time up until 3.30 pm | Each further hour and part thereof |
|----------------------------------|----------------------------|------------------------------------|
| The Walled Garden | £110 excluding gazebo hire | £20 |
| The Pavilion | £55 | £20 |
| Green space outside the Pavilion | £55 excluding gazebo hire | £20 |

TERMS & CONDITIONS OF USE

1. The premises and outdoor space are let on the basis that they are left in a clean and tidy condition, at least at the same level as when entered.

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2. All rubbish should be placed in a black plastic bin bag (or similar) and removed from site by the hirer unless left by prior arrangement. Rubbish bags should never be left outside within the park or by the bins.
3. No smoking is allowed within the pavilion.
4. Evening lets may be possible with prior agreement. Please note that a member of FOBM may be present throughout the event.
5. Any items damaged during use must be paid for or replaced by the Applicant.
6. The Friends of Boston Manor require the reporting of any incidents or problems which occur during or by the letting.
7. 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 or Walled garden. Hirers will be expected to act responsibly and retain order during hire.
8. You are invited to become a member of Friends of Boston Manor - £2 individual £4 per family.
9. All cheques to be made payable to Friends of Boston Manor. We do not take debit or credit cards.
10. The booking is not confirmed until the deposit (basic hire charge) is paid in full which is **non-refundable**.
11. Extras: Gazebo Hire £20 per 6m x 3m gazebo bbq -Walled garden only £10 (excluding charcoal)

Donations are gratefully received to further the aims of the Friends of Boston Manor

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

**Friends of Boston Manor is a non profit making organisation run by unpaid volunteers helping to improve the facilities and environment of Boston Manor Park.
Friends of Boston Manor - Limited by Guarantee No 7525233
www.friendsofbostonmanor.com**

Office Use

Basic Hire £..... Gazebo Hire £..... BBQ Hire £.....

Food: Children £ Adults £.....

Extras:



Home made cheese and tomato pizza, fruit kebabs, assorted sandwich shapes, cheese stars, vegetable rolls, fresh vegetable sticks, sausage rolls, jelly, mini cup cakes, juice. All prepared by volunteers. We can also organise platters for parents if required.

We have the happy birthday tablecloth and bunting. You provide the birthday cake and balloons.

We can introduce you to professionals who have catered for parties in the past - example cake makers, entertainers, bouncy castle hirers (walled garden only), face painters, food caterers.

IF YOU ARE UNABLE TO DROP THE FORM WITH PAYMENT INTO THE PAVILION YOU MAY SEND BY POST TO FRIENDS OF BOSTON MANOR C/O 5 BURNHAM WAY, EALING, LONDON W13 9YD