



Milton Keynes Hindu Association

Ferry Meadows Close
Milton Keynes
MK10 9QY
Tel: 0300 365 1008
e-mail: info@mkha.org

To Preserve & Promote Hindu Culture
Registered Charity 802344

MK Hindu Association Community Centre Booking Form (7 CLEAR WORKING DAYS ARE REQUIRED BEFORE A BOOKING IS MADE)

For Monitoring Purposes – please indicate how many people you expect:

If you are a Registered Charity what is your Charity Reg No:

Booking Day Date Month Year

Times: Start Finish (These times should include setting up and clearing away)

Reason for Booking: If children's party, What age?
(Meeting, Party etc)

Customer Name:

Customer Address:

Postcode: Telephone: E-Mail Address:

HAVE YOU BEEN A MEETING PLACE USER BEFORE: YES / NO. please tick.

PLEASE INDICATE PREFERRED PAYMENT METHOD Cash / Bank Transfer

Total Amount Due for Hire Period £

Refundable Deposit (* See terms below) £ 200.00

- Hire Rates are £35 per hour (weekend) and £30 per hour (weekdays)

Additional charges applicable if required as below- please tick if required

- Use of PA system is £30.00 extra
- Setup of chairs and tables - £30.00
- Kitchen use for warming food only is £35.00. Cooking is not allowed
- Assistant in kitchen and servers if required, will be £12.00 per hour per person
- Use of kitchen utensils like serving bowls, spoons, etc can be hired at £25.00
- Use of grounds and parking for Marquee at £175.00 (On main ground subject to H&S)

For Paid-up MKHA members a 20% discount will apply on above rates. 🙏

It is a **MKHA** requirement that bookings are covered by Public Liability Insurance (2 million) and accidental damage (only for larger events).

Note:

1. Eating food on the carpet is not allowed
2. Leave place clean & tidy or deposit will be deducted
3. Capacity in hall is maximum 100 people
4. Nobody is allowed to touch any statues on Mandir.

DECLARATION:

By signing this application, I agree to comply with the Terms and Conditions of Hire overleaf.

Signed Print Name

Date

Conditions of Hire for Community Centre

7 CLEAR WORKING DAYS ARE REQUIRED BEFORE A BOOKING OR CANCELLATION IS MADE

1. All hire charges and deposits (fully refundable subject to all terms being observed) must be paid in advance, PRIOR to hire.
2. The hirer shall not sublet or transfer this booking to any other person or organisation.
3. **Fire exits must not be obstructed** in any manner at all. The hirer must ensure that all the users present are aware of the fire, health and Safety rules and procedures, which are displayed in the building.
4. Apart from guide dogs, no animals will be allowed on the premises.
5. MKHA has a policy of **NO SMOKING , NO ALCOHOL** and **only VEGETARIAN food** in the building and this MUST always be adhered to.
6. The premises shall be used for community purposes only and shall not be used as the hirer's postal address.
7. No advertising or publicity material will be displayed inside or outside the building without the prior approval of MKHA.
8. MKHA reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
9. MKHA reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.
10. MKHA reserves the right to close the premises at any time for emergency or periodic maintenance and when the premises are required for festivals and events.
11. The hirer shall not make use of the surrounding land, without prior permission, as this area does not form part of the booked area.
12. This application is not a confirmation of booking. A letter/email to this effect will be forwarded to you when your application is agreed.
13. Applications are only accepted from persons over 18 years.
14. Please bring your own cleaning products, tea towels, recycle & black bin bags
15. Flatten all boxes & then dispose in recycle chute
16. ALL RUBBISH must be removed from the hall and kitchen and put in the rubbish Chute in the car park, separated into recyclable and others by the User.
17. Hire Rates are **£35 per hour (weekend) and £30 per hour (weekdays)**
18. MKHA Bank details: Lloyds Bank: Sort code: 30 15 53, account no: 00118570

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Please return filled form by email to: secretary@mkha.org

And hard copy to: MKHA, Ferry Meadows Close, Milton Keynes, MK10 9QY

Many Thanks MKHA Committee.