



Shenley Church End Parish Council

Parish Clerk: Mrs J Munn

The Cartshed, 19a Shenley Road, Shenley Church End,
Milton Keynes, MK5 6AB

Tel: 01908 502808

Email: clerk@shenleychurchend-pc.co.uk

www.shenleychurchend-pc.co.uk

Medbourne Pavilion

(Owned by Shenley Church End Parish Council)

Pascal Drive, Medbourne, MK5 6LS

Tel: 01908 521752

Email: bookings@medbournepavilion.co.uk

www.shenleychurchendparishcouncil.co.uk

Booking Policy and Procedures

Medbourne Pavilion has a community hall and a sports hall available for hire. There is also outdoor space for hire for football, outdoor activities and for informal community use.

Equal Opportunities, Safeguarding Children and Health and Safety:

An inclusive and safe environment is created and fostered at Medbourne Pavilion, throughout all that we do. Shenley Church End Parish Council take their responsibilities seriously and as such are committed to adhering to related policies, procedures and responsibilities. Please see Medbourne Pavilion Policies and Procedures, available in hard copy format from the Pavilion Manager.

Regular Hirers: The halls are hired out to groups and organisations offering regular services and activities that are open to the local community to enjoy.

For details about regular groups using the centre please contact the Pavilion Manager using the contact details listed above, or visit Shenley Church End Parish Council's website for details.

Regular/Block Bookings: To enquire about space available for regular hire (Block Bookings) please contact the Pavilion Manager for details and availability.

(Terms and conditions of hire apply, ask for details).

Single Bookings: Space for single booking hire is allocated on Friday evenings, Saturday afternoons, Saturday evenings and Sunday afternoons, and (occasional) school holiday periods, all subject to availability. This is to encourage space to be enjoyed for "one off" activities such as family functions, children's parties, celebrations and community events.

Advance booking is recommended as demand is high.

(Terms and conditions of hire apply, ask for details).

See booking procedures for single hire below.

For details on hire charges please contact the Pavilion Manager or visit Shenley Church End Parish Council's website for details: www.shenleychurchend.co.uk

Click on Medbourne Pavilion tab

Booking Procedure for Single Hire:

(Ask for a copy of our terms and conditions of hire, our Data Protection Policy, Hirer's Privacy Notice and our hire charge sheet)

- Ring or email to check availability. (Contact details above)
- If your preferred time and space is available, details will be pencilled into the diary
- Viewing of the halls and facilities can be arranged prior to booking confirmation by contacting the Pavilion Manager using the contact details above
- Pencilled bookings will be kept in the diary for 7 days, after which time hirers will need to complete and return a booking form, together with a signed copy in acceptance of the terms and conditions of hire.
- A "returnable" deposit will be requested at the time of booking. The deposit may be paid to Shenley Church End Parish Council, via bank transfer. Bookings are not confirmed until this process is complete
- The "returnable" deposit is payable in addition to the hire charges. It is a holding deposit to reserve your space, and a commitment from you as "named hirer" to respect the Terms and Conditions of Hire. The deposit is returnable the next working day following your event, unless terms and conditions of hire are breached
- The charge for hall hire for your function/event can be paid via bank transfer and must be paid at least three weeks before the event date. An invoice will be sent to you
- On the day of your event our "Meet and Greeter" will welcome you at the Pavilion, at the agreed start time of your hire period. The "Meet and Greeter" will go through health and safety and emergency contacts and procedures. They will also ensure that you know where everything is and what areas and facilities relate to your hire
- You will be given an emergency contact number in case you need to contact someone during your hire period
- The agreed exit time following your hire period must be adhered to as Brooknight Security Company will arrive to security check and lock up the building.

IT IS IMPORTANT THAT YOU ALLOCATE ENOUGH TIME WITHIN YOUR BOOKED HIRE PERIOD FOR SET UP AND CLEAR UP AND TO VACATE THE BUILDING. COSTS WILL BE INCURRED FOR LATE EXITS.