



POUNDSTOCK GILDHOUSE

Booking Application Form

Please return, with deposit, to: Alan Green (Treasurer), Trengune Cottage,
Trengune, Warbstow, Launceston, Cornwall. PL15 8RW
alan.capetown9@gmail.com

Applicant's Name.....

Address

.....

Town

Postcode

Telephone No.

E-mail Address

Date Required No of days

Approximate no attending

Hall Bookings Tick as Required		Feasting Hall		Downstairs Rooms		Whole Building	
Morning	09.00 – 13.00	£30		£20		£50	
Afternoon	13.30 – 17.30	£30		£20		£50	
Evening	18.00 – 23.30	£35		£25		£60	

PLEASE NOTE. Wedding Functions should use our Wedding Reception booking form.

Function *Tick as appropriate*

Concert		Heritage Visit	
Conference		Lecture/Meeting/Training	
Exhibition		Party/Social/other	

A deposit of £5 is required with this booking form, the balance being paid upon receipt of invoice, usually 7 days prior to the event. If you wish to pay electronically the Bank details are: Sort code: 30-91-41, A/C No: 00382551 Account name: Poundstock PCC Gildhouse Account. Please use the name on booking form as a reference.

These charges include heating and use of the kitchen, crockery and utensils for light refreshments. Full use of the kitchen is available at an additional charge of £30 to £60 depending on numbers. If the sale of alcohol is intended the Hirer is responsible for obtaining a license. There is a small marquee available for hire at a cost of £35 plus £50 for the use of the churchyard. (see terms and conditions)

Please ensure that all rubbish is removed on leaving the Gildhouse

I have read and accept the Standard Conditions of Hire

Signed

PGHIR Booking form 2019

POUNDSTOCK GILDHOUSE – STANDARD CONDITIONS OF HIRE

- **Care of the building & contents.** The Hirer is responsible for the care of the building and contents, including breakages or damage. The cost of all breakages or damage will be charged to the Hirer. There must be no smoking in the building. There must be no fixtures to walls.
- **Parking.** Please do not obstruct accesses or the highway.
- **The use of the building.** The Hirer must not sub-let or use the building for purposes other than that agreed in the booking form.
- **Electrical equipment.** The Hirer is responsible for ensuring that electrical equipment brought on to site is safe and in good working order.
- **Security.** The Hirer is responsible for ensuring that the building is properly locked and made secure after use.
- **Access to the building.** The Hirer must ensure that arrangements are in place for access to the building, either by agreement of collection of the key or that a member of the committee unlocks for you. Arrangements for return of the key must be made.
- **Children's events.** The Hirer shall ensure that only fit and proper persons have access to the children.
- **Cancellation by hirer.** Cancellation by the Hirer up to 1 month before the event, the deposit will be returned less an administrative cost. In the event of a cancellation made between 1 month and 1 week before the event, the deposit will only be returned if an alternative booking is made. A cancellation within the week before the event will result in loss of the full booking fee.
- **Cancellation by the committee.** If, due to unforeseen circumstances, a booking has to be cancelled by the committee an appropriate refund will be made.
- **Use of churchyard.** The churchyard provides a beautiful setting for the Guildhouse. You are very welcome to use it, but please do so sensibly and respectfully. If you wish to erect a marquee, tent, gazebo or similar within the churchyard a fee of £50 is payable; structures should be no bigger than 8m x 4m and should be placed within the designated area near the lychgate, well away from gravestones and memorials. Fireworks, Chinese lanterns, barbecues, hog roasts and the like are not appropriate anywhere in the churchyard and should not be used.
- **End of hire** The building must be left in a clean and tidy state and rubbish removed. **All electrical appliances must be switched off. PLEASE DOUBLE CHECK!**

HIRERS ARE EXPECTED TO HAVE READ THESE TERMS AND CONDITIONS AND AGREE TO THEM ON THE BOOKING FORM. Any problems that arise as a result of not having read them are the responsibility of the Hirer.