



The Old School House
37 Green End Road
Sawtry
Huntingdon
PE28 5UY

Tel: 01487 831771

E mail: admin@sawtry-pc.gov.uk

www.sawtry-pc.gov.uk

Opening hours: Monday-Friday 9am-1pm

Application form and charges for hire of Premises- 1st April 2023

	Main Hall (£/hr)	Schoolroom (£/hr)	Study/House (£/hr)	Kitchen (one- off fee £)	Entire building inc. garden (£/day)
Village Resident	£13	£11	£10	£9	£225
Regular User	£12	£10	£9	£9	£225
Non-resident	£14	£12	£11	£10	£280

A kettle/hot water urn is available in the kitchen at no charge. There is a full set of crockery and cutlery for 70 settings available for hire (£9/£10). Hire of the PA system is available for a £16 charge.

Payment can be made either by cash, cheque, or BACs (Co-operative 08 90 40 account no 61218394).

No booking is confirmed until the £25 deposit (or full booking fee, whichever is least), is paid.

The balance is due no later than 3 weeks before the event. If the hirer has paid the balance and then cancels a refund is made as follows – Cancellation more than 3 weeks before the event full refund less £25 – Cancellation less than 3 weeks but more than 2 weeks before the event two thirds of the payment less £25 will be refunded – Cancellation less than 2 weeks but more than one week before the event one third of the payment less £25 will be refunded – Cancellation within one week of the event no refund will be made.

A £80 retainer charge for all bookings (refundable after the event and subject to the building being left undamaged and in a clean condition).

Fully accessible rooms, hearing loop (main hall), PA system (£16 charge) and parking for 28, including 2 disabled spaces.

The Public Entertainments License covers the hours of 10am – 12 midnight only. The number of persons permitted by this license is as follows: Main Hall (100); Schoolroom (50); Study (20). The premises are licensed for the consumption but not the sale of alcohol.

The Hirer must be aged 21 years or over. No bookings will be accepted for parties for 12 – 25-year-olds. The building will only be opened to the hirer who must be present for the entire duration of the hire. Bouncy Castles are not allowed.

The Hirer undertakes to ensure that all rooms hired, and the communal corridor and toilets are left in a clean state and ready for the next hirer. The hirer is responsible for any damage occurring during the hire period and the Parish Council reserves the right to withhold all or part of the retainer. Please ensure that none of the corridors and exits is blocked at any time. If you are using helium balloons, please ensure these are weighted down & taken away as they set off the alarm.

An additional charge of £14 will be made for any hour, or part hour, that the caretaker is kept waiting to lock up at the end of the hiring.

The Parish Council reserves the right to cancel this hiring in the event of the building being required for use as a Polling Station for a Parliamentary or Local Government Election or By-Election, in which case the Hirer shall be entitled to a full refund of all monies paid. In the event of any part of the building being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the hirer for any resulting loss or damage whatsoever.

Health & Safety and Food Safety and a Music Licence when required, are the responsibility of the hirer and should the need arise the evacuation of the building is also their responsibility. The assembly point is in the car park to the rear of the house garden (see sign by the mesh fence). A first aid box is in the kitchen with accident forms for completion by hirer as required.



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Application for hire of premises

In accordance with the law, Sawtry Parish Council (SPC) only collect a limited amount of information. When you hire our premises, the personal information you provide (name, address, email address, phone number), will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. SPC do not use your data for purposes other than those specified. SPC do not use profiling, sell, or pass on your data to third parties. SPC ensure your data is stored securely and delete all information deemed to be no longer necessary. SPC constantly review Privacy Policies-copy available on request.

Date required (day/date and month)				
Time (include setting out & clearing up)				
Rooms required (Please tick)	Main Hall	Schoolroom	Study	Kitchen (hire of crockery)
Hire cost (per room)	£	£	£	
TOTAL COST			£	
Deposit of £25 payable on booking Balance due 3 weeks before event Retainer of £75 required				
Nature of function			Expected numbers	
Hirers name (please print)				
Address				
Tel number				
Email				
<p>I agree, as a hirer, that I have read and understand Sawtry Parish Council's privacy notice and conditions of hire. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.</p> <p>I have the right to request modification on the information that you keep on record and the right to withdraw my consent and request that I am removed from your database.</p>				
Signature (Of hirer)		Date		
Signature (On behalf of Sawtry Parish Council)		Date		
Office use only:				
Deposit receipt no		Balance Receipt no		
Retainer received		Date		
returned		Date		
Payment method				