

Markfield Building Hire Fees

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Note: discounts may be given on these rates for regular/long-term bookings

All prices are subject to an additional set up cost of £7 per hire

Postcode: _____

Markfield Premises Hire Agreement

Details Of The Hire Period

Start Date:	End date:	Start Time	End Time:
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Agreed times must be strictly observed

Areas to be used: *Please see overleaf for details of building hire prices and packages*

Adventure Playground Soft Play Room Main Hall Dining Room Kitchen 2nd floor meeting Room 1st Floor café-bar area All of ground floor area of building All ground floor area of building and playground Previously agreed upon package

Estimated number attending: adults: _____

children: _____

Fees

There is an annual membership fee incurred on all bookings.

Annual membership fee for joining Markfield:

Individual/family: fee £1 to 15 (what you can afford) Voluntary and community organisations: £30 Statutory organisations: £125 Please tick here if already a member of Markfield

Booking fee:

Plus refundable deposit of £50

Note: All fees must be paid in full at least 3 weeks prior to the use of the building

Methods of paying:

Total Booking Cost £ _____

Bank Transfer to: The Markfield Project Ltd, Co-op Bank, Sort Code: **08 92 99** Account Number: **65287305**

I enclose cash/cheque I would like an invoice sent

Cheques payable to The Markfield Project Ltd, and sent to Markfield, Markfield Road, London N15 4RB

Gift Aid It (tick) For every pound you spend, the charity can reclaim 25p from the Government in gift aid.

The transitional relief for the charity does not affect your personal tax position. If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

Data Protection: Signing this form implies that you give permission for us to hold information from the form on manual and computer files. We keep this information for Markfield's purposes only and we will not disclose any details to other people or organisations without your permission. Signing of this booking form implies you have read and understood the Markfield Agreement for the Use of Building/Resources, and that you agree to keep within the terms of the Agreement. It implies you agree with the aims of the Markfield Project and the values they stand for.

Cancellation: If the service is not provided (eg. the premises is unavailable) Markfield will refund the hire fee, or offer a credit against a future hire. If you cancel the agreement, we can offer a partial refund (see building hire agreement for details).

THIS AGREEMENT IS MADE BETWEEN THE LICENSOR AND THE LICENSEE ON THE CONDITIONS SET OUT ON THIS PAGE AND THE FOLLOWING PAGES

Signature of Licensee (duly authorised):..... **Date**

Markfield Licensor (duly authorised): **Date**

For office use only:

Signed by Director and recorded for finance purposes:

Details of any variations from standard terms:

Area hired	Price (Minimum hire period: 2 hours)	
Whole building and playground (includes Main hall, soft playroom with ball pool, dining room, downstairs kitchen, downstairs toilets, sound system and adventure playground). Capacity 150 people	£150	£75 for every additional hour
Internal area only (not including the adventure playground) (includes Main hall, soft playroom with ball pool, dining room, downstairs kitchen, downstairs toilets, sound system	£150	£50 for every additional hour
Prices of individual rooms or areas (weekdays only)		
Main Hall	£40 per hour	
Dining Room	£40 per hour	
Kitchen	£40 per hour	
Training Room	£40 per hour	
Soft Play Room	£40 per hour	
Adventure Playground	£50 per hour	
First floor café area	£40 per hour	
Meeting room (2 nd floor)	£40 per hour	
For prices of all day weekend booking please telephone 020 8800 4134		