



THE MILESTONE CENTRE - CONDITIONS OF HIRE

1. Confirmation and Cancellation of Bookings

No Bookings is secure until a booking form has been signed and a non-returnable deposit of a minimum of £20 has been received.

If cancellation is received less than 28 days before the hire date, Caversham Park Village Association reserves the right to charge the full agreed price for the letting, and to recover any costs incurred in preparation for the hire.

2. Payment

The balance of the hire charge is to be paid no later than 7 days prior to the hire date. At this time a £60.00 refundable deposit must be paid, to be held in case of damages occurring at the event.

3. Access to the Premises and Period of Hire

If access is required to the premises to allow catering or entertainment facilities to be set up, this must be included in the hire time.

Without prior permission the Hirer will not be allowed access before 07:00 a.m. Functions must cease by midnight, and the premises should be vacated by 30 minutes after midnight. Failure to vacate the premises on time will result in forfeiture of deposit:

4. Alcoholic Drinks

All drinks consumed on the premises must be purchased from the Club Bar. Proof of age may be required.

The Bar will open at 08:00 p.m., but on the agreement of Caversham Park Village Association, opening may be extended to normal public licensing hours.

The Bar will close at normal public licensing hours, but if an extension is applied for the Bar closing times will not exceed 11:30 p.m. Bar extension cannot be guaranteed at the time of booking.

A minimum notice of at least eight weeks is required should you wish to have a bar extension. A staff charge will be made to cover any extension of bar opening/closing times.

No alcoholic drinks are permitted in the Youth & Recreation Centre without permission of the Executive Committee.

5. Tidiness

The premises are to be left in the same state of general tidiness as found. No belts, nails, tacks, screws, bits, pins or similar objects shall be driven into any part of the hired premises, or placards or other articles be fixed thereto. Failure to comply with these conditions could result in forfeiture of deposit.



Do not suspend anything from the lighting system.

6. Noise

The Hirer shall agree to comply with any request from the Duty Officer to control the volume of noise, should it in the opinion of that Duty Officer be likely to cause a nuisance. The noise level should be kept to a minimum.

7. No Smoking Areas

No smoking is permitted in the Youth and Recreation Wing. No smoking is permitted in the Function Room of the Social Centre.

8. Supervision

The Hirer, or his responsible agent, must be on the premises for the duration of the lettings. Both the Hirer and his agent must be over 21 years of age.

The Hirer will be held responsible for the orderly conduct of guests during the period of hire and also for ensuring that guests leave the premises quickly and quietly after the function.

The maximum capacity of the premises, as stated on the Booking Form, must not be exceeded. Excepting these terms the Hirer agrees to indemnify Caversham Park Village Association for any loss, damage or claims arising from any breach of this condition.

The Hirer is required to ensure that only invitees or ticket holders are allowed entry, and that their guests do not enter any other part of the Milestone Centre, (other than areas set aside for cloakroom and toilet facilities), without the express permission of the Duty Officer. The Hirer will indemnify Caversham Park Village Association against any loss, damage or claim arising from any breach of this condition.

Sale of tickets at the door is strictly prohibited, and it is agreed that Association members will use a separate entrance to the Club Bar.

9. Liability

Caversham Park Village Association accepts no responsibility for, and the Hirer shall agree to indemnify the Association against, all claims of injury to persons, or any loss of or damage to personal property brought into or left in the premises, howsoever caused.

The Hirer is responsible for the cost of repair of any damages caused to the premises, or its contents, during the period of hire.

10. Deposit

The returnable deposit of £60 is required for all bookings, and will be held against any breach of the above conditions.



caversham park village association

The Milestone Centre
Milestone Way
Northbrook Road
Caversham Park Village
Reading RG4 6PF

Charity Reg No 272950

Telephone:
Social Centre: Reading 9472035
Youth & Recreation Centre: Reading 9471989
Office: Reading 9472589

FROM SEPT' 2007

SOCIAL CENTRE	PERIOD	SECTIONS	MEMBERS	COMMERCIAL
		HIRE CHARGES – RATE £ per HOUR		
Bar Lounge	09.00 to 19.30	£4.00	£8.00	£16.00
	19.30 to 24.00		NOT AVAILABLE	
Function Room	09.00 to 19.30	£5.30	£10.60	£21.20
	19.30 to 24.00 *	£7.90	£15.80	£31.60

* Subject to availability

YOUTH AND RECREATION CENTRE

Coffee Lounge*	09.00 to 19.30	£4.70	£9.40	£18.80
	19.30 to 24.00	£6.10	£12.20	£24.40
Main Hall	09.00 to 19.30	£6.65	£13.30	£26.60
	19.30 to 24.00	£9.25	£18.50	£37.00
Meeting Room	09.00 to 19.30	£3.35	£6.70	£13.40
	19.30 to 24.00	£4.70	£9.40	£18.80
Coffee Lounge & Main Hall	09.00 to 19.30	£10.20	£20.40	£40.80
	19.30 to 24.00	£15.00	£30.00	£60.00
Coffee Lounge & Main Hall & Meeting Room	09.00 to 19.30	£13.25	£26.50	£53.00
	19.30 to 24.00	£18.10	£36.20	£72.40
Main Hall & Meeting Room	09.00 to 19.30	£9.00	£18.00	£36.00
	19.30 to 24.00	£13.00	£26.00	£52.00

Craft Workshop (Pre-School Only), 1 Term £140

* Hire of Coffee Lounge includes use of servery
Members rate only available to those who have been in membership for the last six months.

No booking finally honoured unless full payment made at least 14 days prior to the proposed date.

A non-returnable booking deposit of £20.00 is required – no booking will be confirmed until the deposit has been paid.

RETURNABLE DEPOSIT – Separate to booking charge, at £60.00



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BOOKING FORM

NAME

ADDRESS

.....

TEL. No (Day)..... (Evening).....

ORGANISATION (Membership No.).....
(if applicable) (if applicable)

TYPE OF FUNCTION..... NUMBER ATTENDING.....

DATE(S)..... TIME From..... To.....

ACCOMODATION REQUIRED (Circle as appropriate)

SOCIAL CENTRE:	FUNCTION ROOM Capacity 90	BAR LOUNGE Capacity 70	GAMES ROOM Capacity 60
YOUTH WING:	COFFEE LOUNGE Capacity 70	MAIN HALL Capacity 120 or 100 seated	MEETING ROOM Capacity 30

DO YOU REQUIRE USE OF THE KITCHEN Yes/No

EQUIPMENT REQUIRED (Please give numbers)

TRESTLE TABLES..... LOW TABLES..... CHAIRS..... COOKER..... URN.....

DO YOU REQUIRE BAR FACILITIES Yes/No

If yes, please indicate times: TIME From..... To.....

I have read and accept the conditions of hire

Signed..... Date.....

Please return to Milestone Centre Office. Cheque to be made payable to CPVA.

No booking will be accepted without a cautionary deposit.

Office use only

Booking accepted: Signed..... Date..... Invoice No.....

Returnable Deposit Paid £..... Booking Deposit Paid.....

RETURN OF DEPOSIT AUTHORISED BYDUTY OFFICER

Signature

Print name

AMOUNT £..... LESS DAMAGE DEDUCTIONS OF £.....

PAID BY CHEQUE No. DATE.....