

## Seend Lye Recreation Field

Web: [www.seendlyefield.org](http://www.seendlyefield.org) email: [seendlrf@gmail.com](mailto:seendlrf@gmail.com)

### BOOKING FORM

Please use this form to book Seend Lye Recreation Field facilities. If you do not have a customer account in our booking system your details will be used to create one.

NAME and/or Organisation: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Date	Hall	Meeting Room	Field	Times		Total Hours	Hire Charge
				From	Until		



The Pavilion is equipped with a public address system with hearing loop. If you wish to use this system please indicate here> YES / NO

**Please take this opportunity to read the terms of hiring on the reverse of this form.**

**Payment** should be made using the instructions in your booking confirmation email before the date of your booking. Cheques should be made payable to **'Lye Field'**.

**Keys:** Please contact [seendlrf@gmail.com](mailto:seendlrf@gmail.com) to make arrangements to collect the key(s). The key provides access to the main hall and kitchen, but not the Committee Room, unless specifically requested. **Please return the key(s) promptly after use, or to the key safe if that is where you obtained it/them.**

**Have you thought about a donation? Through Gift Aid we can reclaim the UK income tax paid on your kind donation.**

The Seend Lye Recreation Field is a charitable trust which relies upon fundraising and donations to meet annual running costs. Your donations are greatly appreciated and will help maintain and preserve our community recreational facilities. If you are a UK Income or Capital Gains taxpayer, the tax paid on the value of your donation can be reclaimed by the Lye Field. Gift aid forms can be downloaded from: <https://www.seendlyefield.org/gift-aid.html>

Thank you.

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### TERMS OF HIRING – IRENE USHER MEMORIAL PAVILION

#### AND SEEND LYE RECREATION FIELD

1. **Payment must be made in advance of your booking date.**
2. **Please leave the facilities as you would expect to find them.** In particular, before securing the building please turn off taps in the kitchen and toilet areas and the kitchen water heater(s). On leaving the building please ensure everyone has left. Close all windows, switch off all lights, lock all doors and close all windows.
3. If you used the key safe then please return the key when you are happy that the building is secure. Remember to please scramble the key safe combination after closing the key safe.
4. If required, cleaning materials and equipment are available in the last room on the right off the entrance foyer.
5. Please ensure that all perishables, food and refuse are removed by yourself or your caterers. It would be helpful if any refuse sacks generated and recyclable items are taken away. Please use the bin provided outside if required. The key for the bin is located on a hook in the cleaning room cupboard.
6. The Pavilion is a popular and well used facility. There may be follow-on bookings immediately after yours so **please allow at least 30 mins in your booking times for cleaning up ready for the next user.**
7. **In the unlikely event that the building or field are left in an untidy or dirty state the Committee reserves the right to make an additional charge to cover costs of labour, disposal and damages.**
8. Your attention is drawn to FIRE REGULATIONS posted on display in the foyer. Please familiarise yourself and guests with emergency exit signs, routes and firefighting appliances. Remember, if you are holding a party you are responsible for the insurance and health and safety aspects and statutory requirements of your function. The building capacity of 80 persons should not be exceeded.
9. **The use of fireworks on any part of the Seend Lye Recreation Field property is prohibited at all times, regardless of the season or occasion.**
10. Heating for the building, if needed, is programmed weekly, so please ensure that times of occupancy are clear so that this can be set for you.

Finally, we hope you enjoy your use of the Lye Field facilities and that you will remember that maintenance and administration of the facility is done through the valued work of willing volunteers. Please help by playing your part in its upkeep. We welcome your feedback by email, or through the website at [www.seendlyefield.org](http://www.seendlyefield.org).

**Your booking and use of the property are conditional on the acceptance of these terms.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_