



## Moulsoe Millennium Hall

Thank you for your enquiry, please find below hiring Information:

### **Hall Hire Rates (from 2 June 2022)**

	<b>Session 1 8:00 to 12:00</b>	<b>Session 2 13:00 to 17:00</b>	<b>Session 3 18:00 to 0:00</b>
<b>Monday to Thursday</b>	Please enquire (limited availability)		
<b>Friday</b>	£55.00	£85.00	£200.00
<b>Saturday (peak)</b>	£400		
<b>Saturday (non peak)</b>	£175.00		£220.00
<b>Sunday</b>	£55.00	£110.00	£200.00

- The hall can be hired on Fridays, Saturdays and Sundays for functions. Saturdays are bookable for the whole day only during peak season. For 2022 this means 30<sup>th</sup> April to 3<sup>rd</sup> September inclusive. At non peak times, Saturday is bookable as a daytime session and/or an evening session.
- Bookings are by session only. If you require additional time to set up and/or clear then the adjoining session must be included in your booking. If you are using a catering or events company all their equipment must be removed from the hall and the surrounding grounds by the end of the booked session.
- Bank Holidays and New Year's Eve is bookable at the Saturday peak rate.
- Concessions are available for Moulsoe village residents

### **Booking Procedure**

- Confirm availability with the bookings manager. Please note that we do not accept bookings for functions predominately involving 16 – 21 year olds.
- Return completed booking form by email (see above).
- Once the completed booking form has been received by the bookings manager and verified the date will be confirmed as provisionally booked. Full 'Terms of Hire' and details of required payment total (including cleanliness/damage deposit) and bank details will also be sent to you at this time.
- Full payment plus damage/cleanliness deposit must be received by BACS within 7 days of the above. Failure to make payment within this time will result in the cancellation of your booking.
- Your booking will then be confirmed. Details will be sent regarding key pick up etc.

### **Cancellation**

- More than two weeks: All monies less a £10 administration fee returned
- Less than two weeks: Damage Deposit & 50% of Hire Charge returned
- Less than one week: Cleanliness/Damage Deposit Only Returned
- The bookings manager will apply discretion in exceptional circumstance which cause cancellation of the booking



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### **COVID-19**

Please note that whilst we will endeavour to retain your booking, we may have to close the hall at short notice. For example, due to a local lockdown or Government Regulations restricting the use of village halls. If in the unlikely event it is necessary to cancel your booking, we will inform you promptly and you will not be charged for this hire.

### **Bar & Catering**

A fully stocked licensed bar is available on request, subject to the type of event. The availability of a bar will be confirmed on receipt of your booking form. Please note that a hall bar is only available for bookings including session 3 and with at least 50 adults on the day. Should you use the hall bar for your function you and your guests may bring no other beverages, with the exception of tea and coffee, into the hall or the grounds. In addition to the bar, drink and catering packages are available. If you are interested in a bar and/or drink/catering packages please either select the relevant option(s) on the Booking Form and someone from the Holy Cow Catering Company will contact you, or email [holycow.catering@aol.co.uk](mailto:holycow.catering@aol.co.uk). Please note that no external bars are allowed on the premises, and the bar area and bar equipment are not available for your use.

The hall has a kitchen with a hob, oven and microwave, fridge and freezer included in your hire. Other cooking equipment, including but not limited to barbeque equipment and camping stoves, cannot be used in or outside the hall. Catering vans are permitted but must be parked in the car park.

### **Wedding venue**

The Hall is not licensed to perform a civil wedding ceremony. However, if you are looking for a venue for a church wedding, and would qualify to get married in the Parish church of Newport Pagnell, then you may like to consider St Mary's Church in Moulsoe. This is a picturesque Grade 1 listed church, ideal for the small/medium size wedding. The bookings manager can provide more information.

### **Play Area and Playing Field**

The play area and playing field adjacent to the hall is available for your use. However, you are advised that this is a public space and anyone from outside your event must be able to use it. No food or drink should be taken past the edge of the veranda.

### **Parking**

There are 20 spaces in the hall car park with drop down access for wheelchairs, etc. Your guests must NOT park in the Carrington Arms car park next door, unless they are staying at the Carrington Arms overnight. It is the hirer's responsibility to ensure that parking is managed so that this does not occur.

### **Music and noise**

The Hall is located in a quiet village and we therefore request that you are considerate of our neighbours. Music must finish by midnight without exception.



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### **Cleaning**

The hall hire rates displayed above are based on the Hall being left in the same condition as when you arrived. This includes the kitchen and outside spaces. For example: floors should be cleared and swept of all debris including decorations, tables wiped and restacked and chairs returned to the storeroom, crockery etc washed and put away, and rubbish cleared. Cleaning materials are supplied. Our cleaners will mop the floors and clean the toilets.

All recyclable rubbish must be taken home. If there is room in the bin in the compound outside the hall, you may place your black sack rubbish in it. However, the bin lid must close and if there is no room in the bin, all rubbish is to be taken away and not left inside or outside the hall. Leaving rubbish at the hall will forfeit the return of some of your cleaning/damage deposit.

If you are hiring the hall on a Saturday including session 3 and would prefer us to clean the Hall after your event please select the Cleaning Package Option on the Booking Form. For details of what is included in the Cleaning Package please ask the Bookings Manager. The current charge for this is £75.

If you have not selected the Cleaning Option Package (If available) and/or the Hall has not been left in a clean condition then the Hall Manager will deduct an amount from your cleaning/damage deposit to cover cleaning costs.

### **Cleanliness/Damage Deposit**

A cleaning/damage deposit is payable with the full balance at time of booking. A deposit of £200 is payable per booking plus an additional deposit of £100 for bookings including session 3. Should you infringe any of the terms set out in this information sheet, then we reserve the right to withhold part or all of your deposit. This deposit less any charges as described above and below will be refunded after your event via BACS.

### **Cleanliness/Damage & Other Charges**

- If the Cleaning Package Options has not been selected and the Hall has not been left in a clean condition a cleaning charge will be made
- Should there be damage to the hall the hirer will be liable for the repair costs
- It is recommended that Helium filled balloons are not used in the hall. A charge of £30 will be made if any balloons are released in the Main Hall and are not retrieved by the hirer. This is to cover the cost of hiring equipment for us to retrieve the balloons.
- Only Scotch Magic Tape should be used to fix items to the Hall surfaces, as this reduces the risk of damage. The use of Blu tack, sellotape and drawing pins and other fixings is not allowed and If there is damage to the Hall surfaces, then the Hirer will be liable for the repair costs.
- Confetti and similar is not allowed. (This includes bio degradable.) If used then a charge will be made..
- If you have hired the bar and the number of adult guests is less than 50 the a charge will be made
- If a complaint is received from the Carrington Arms that hall guests are parked in the Carrington Arms car park then a charge will be made