



Moulsoe Millennium Hall

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

Hall Hire Rates (as at 30 June 2019)

	Session 1 8:00 to 12.00	Session 2 13:00 to 17:00	Session 3 18:00 to 0:00	Full Day Rate
Monday to Thursday	£50.00	£60.00	£80.00	£170.00
Friday	£50.00	£60.00	£150.00	£240.00
Saturday	£60.00	£100.00	£200.00	£350.00
Sunday	£50.00	£100.00	£80.00	£210.00

- 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
- The hire rate for New Year's Eve is as Saturday prices
- Concessions are available for Moulsoe village residents and registered charity bookings
- A fully stocked licensed bar is available on request, subject to the type of event.

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) or c/o The Coppins, Moulsoe, Bucks, MK16 0HB.
- 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 with in 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 returned
- Less than two weeks: Damage Deposit & 50% of Hire Charge (including bar) 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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Bar and Catering

A hall bar is available depending on the type of event. The hall bar is a free of charge service for 50 adults minimum on the day. Lower numbers may incur a charge to cover staff costs, which will be confirmed by Holy Cow Catering. 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, catering and drink packages are available. If you are interested in a bar and/or catering/drink 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. Please note that no external bars are allowed on the premises, and the bar area and bar equipment are not available for your use.

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.

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.

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 must be placed in sacks and put in the bin in the compound. Cleaning materials are supplied. Our cleaners will mop the floors and clean the toilets.

If you would prefer us to clean the Hall after your event please select the Cleaning Package Option on the Booking Form. The current charge for this is £45 per booking plus an additional charge of £30 for bookings including Friday, Saturday or Sunday session 3. If you have not selected the Cleaning Option Package and 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.



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Cleanliness/Damage Deposit

A cleaning/damage deposit is payable with the full balance at time of booking. A deposit of £100 is payable per booking plus an additional deposit of £100 for bookings including Friday, Saturday or Sunday 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 assuming the Bookings Manager is satisfied that there is no damage caused and that the Hall has been cleaned as appropriate.

Cleanliness/Damage 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 does not cause damage. The use of Blu tack, sellotape and drawing pins is not allowed and If there is damage to the Hall surfaces, then the Hirer will be liable for the repair costs.