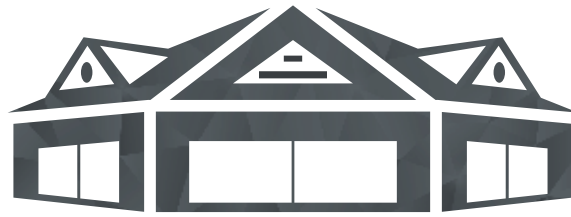


Welcome to



LAKENHEATH PAVILION



LAKENHEATH PAVILION

Thank You for Your Enquiry

Our function hall is a light and airy room with three sets of French doors and two large windows opening up onto the surrounding playing fields, bringing the outside in. When the weather is nice, you can open these up and utilise the open space around. The roof is high and open, making the room very attractive and perfect for wedding receptions and parties. The hall can also be used for craft fairs, children's parties, christenings, youth groups, band practices and any other type of function. We hold a gambling license for bingo events and raffles.

We have 175 comfortable green chairs with dark brown frames alongside 13 6ft round tables, 10 6ft rectangular tables and eight smaller 2 ½ft tables. You are welcome to move these around and setup the hall to your requirements for your event.

You have full access to our kitchen facilities where there is a large fridge/freezer, double oven plus grill and a five ring hob. There is a self-feed water boiler, coffee jugs, a dishwasher with tablets provided, white crockery, cutlery, cups and saucers and plenty of work surface area, including a work surface at a height suitable for wheelchairs. There are shutters above the front of the kitchen to hide preparation if required and a window at the back which opens wide enough to serve food through to the outside.

Our bar has a wide range of soft drinks and alcoholic beverages suitable for all sorts of events and ages, so you won't be stuck for choice. Our bar and music licences operate until 1am. You are able to decorate the hall as you wish but please use whitetak as cellotape and drawing pins will damage the walls.

At the end of your event we require that all of your decorations are taken down and all food and rubbish is removed. We supply dustbin bags and there is a large bin available at the back of the building, so you do not have to take your rubbish home. Please return the tables and chairs to the layout as they were found in the hall when you arrived and ensure any additional furniture is put back into the tables and chairs cupboard. You do not have to Hoover or mop the floor as we will do that for you, but we do ask that you just sweep through and remove any large items of rubbish from the carpeted areas.

We aim to make your event as easy and stress-free for you as possible, and strive to meet any requirements you may have. We hope that you will find all of our staff friendly and helpful and enjoy using Lakenheath Pavilion for your event.



Eriswell Road, IP27 9AF



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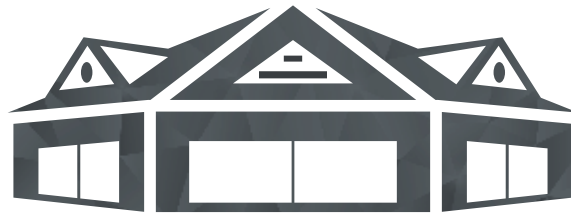
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DG3MRK2019HIRINGAGREEMENT-AUG26



LAKENHEATH PAVILION

Terms and Conditions

When hiring Lakenheath Pavilion for your event, you and your event guests agree to abide by the following terms and conditions. Please ensure you read carefully before signing below and ensure your guests are also familiar with these terms and conditions.

1. Bar staff of Lakenheath Pavilion operate the Challenge 25 policy (**drinkaware.co.uk**). Please advise your guests that the sale of alcoholic beverages will be declined without valid proof of age.
2. Bar staff of Lakenheath Pavilion reserve the right to close the bar and refuse to serve members of the public at their discretion.
3. In accordance with the licensing laws Lakenheath Pavilion and Lakenheath Playing Field Association must abide by, no alcohol may be brought onto the premises. Only alcohol purchased on site from the Lakenheath Pavilion bar may be consumed.
4. The only exception to clause 3 is for Wedding events, where table wine may be provided by the hirer. This is subject to a corkage fee of £1/bottle brought in, and this must be discussed with us at the time of booking your event. Bottles brought in must be unopened and sealed.
5. Staff and committee members of the Lakenheath Playing Field Association reserve the right to ask any member of the public to leave the premises if it is believed they pose a threat to their own or guests' well being. If such a request is refused, staff and committee members reserve the right to telephone the police.
6. Only authorised personnel are allowed entry to the bar area or cellar.
7. For funeral wake bookings, the LPFA will put out chairs and tables before your arrival, and put these away at the end of your hire period. This is subject to an additional charge of £45.
8. Bookings with an expected attendance of 50 guests or less that require the opening of the bar, or all funeral wake bookings, are subject to a bar opening fee of £35 to help cover bar staffing costs during these events.
9. CCTV is in use inside and outside of the building for your safety.
10. If given a key for the building prior to your event, accessing the building before or continuing to stay after your allotted booking times is strictly prohibited. Otherwise, someone from the Lakenheath Playing Field Association will be at Lakenheath Pavilion to allow entry at the time stated on your booking form.
11. Procedure on returning keys to us will be verbally agreed with you.
12. Should you leave the premises during your hire period, you are to ensure all doors and windows are shut and the building is left secure.
13. Chopping boards should be used to protect the work surfaces when cutting and preparing food. All chopping boards are labelled with what should be used on them, and this must be followed to prevent cross-contamination.
14. No kitchen items are to be removed from the premises at any point.

15. When arranging the hall for your function, please ensure that tables and chairs are lifted and are not dragged across the floor. A chair trolley is available for your use.
16. All fire exits must remain clear at all times. Please ensure that you and your guests are familiar with the fire exit plan and fire safety procedure enclosed.
17. A responsible adult must supervise children at all times. The Lakenheath Playing Field Association cannot be held responsible for accidents that may occur with unsupervised children.
18. Teenage parties must have a sufficient amount of responsible adults at all times. It is your responsibility to ensure there are enough responsible adults in place for your event.
19. "Teenage parties" are defined as a party for anyone between the age of 16 to 21 (inclusively). These parties are subject to a higher £250 refundable deposit.
20. Vomit and other bodily fluids must be cleared up by the hirer and is not the responsibility of any staff or committee members of the Lakenheath Playing Field Association.
21. External contractors booked by the hirer (discos, caterers, inflatable providers, etc.) must carry their own public liability insurance and must be responsible for their own PAT testing and safety checks. It is your responsibility to ensure these are in place.
22. If any external contractors are required to be DBS checked, it is your responsibility to ensure this is in place.
23. Disco equipment must only be used inside the building, unless otherwise agreed with us before your event. If it is agreed that disco equipment may be used outside, music must cease no later 10:30pm.
24. No smoke machines (including water vapour machines) are to be used as they may activate our fire alarm system.
25. The French doors at the front of the building are required to be closed from 10:30pm onwards.
26. Smoking is not permitted inside the building at any time. Please use the outside cigarette bins provided.
27. Please do not use cellotape, drawing pins, command strips, or anything else that is likely to damage the walls or other surfaces to decorate for your event. Whitetak may be used for decorating only. Please ensure that any helpers for your event are informed of this.
28. Any damage to the building, loss or non-return of keys, will constitute loss of deposit to cover our costs of repair/replacement. You are to adhere to any arrangements made for returning keys.
29. Deposits may not be returned should your event be cancelled.
30. Please bag all of your rubbish and put it into the large, green dustbin at the back of the building.
31. Please ensure all tables and chairs are put back into the cupboard in accordance with the diagram found on inside of the cupboard door.
32. The hall should be swept through after use and left clean and tidy.

Lakenheath Playing Field Association reserve the right to change the terms and conditions of our hiring agreement at our discretion before your event. By signing your hiring agreement and booking your event with Lakenheath Pavilion, you agree to abide by the latest hiring agreement terms and conditions and payment terms at the time of your event. Should these terms and conditions change, you will not be informed. It is your responsibility as the hirer to check the latest version of our hiring agreement terms and conditions before your event. These can be found at **<https://lakenheathpavilion.org/hiring-agreement/>**.



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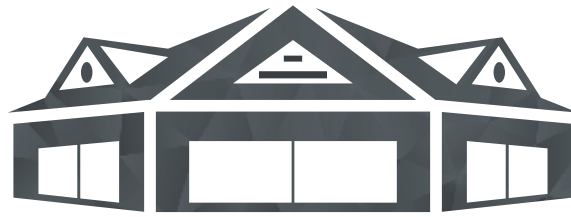
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LAKENHEATH PAVILION

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LAKENHEATH PAVILION

Payment Information & Terms

Once our booking clerk has received your completed signed hiring agreement, we will process your booking. Once your booking is processed, our booking system will generate an invoice for your refundable deposit. You will receive this invoice from the email address **billing@lakenheathpavilion.org** to the email address provided on your booking form. You will then have 7 days to pay the invoice for your refundable deposit. During this 7-day period, your booking is held for you. If payment is not received within the 7-day period, your booking is no longer secured for you and at risk of cancellation. Once payment is received for your refundable deposit, your booking is confirmed and secured.

The refundable deposit is a deposit we hold in case your event breaches the hiring agreement. Any breach of the hiring agreement can constitute your refundable deposit not being returned. Your deposit is a separate payment to your hire fee, and is not included in your hire fee total.

For non-wedding events, 28 days before your event we will invoice you for your full hire fee. This invoice must be paid within 7 days of issue, otherwise your booking is at risk of cancellation.

For wedding events, we split your hire fee total into two 50% instalments. The first instalment is invoiced three months before your event; the second instalment is invoiced 28 days before your event. Both invoices must be paid within 7 days of issue, otherwise your booking is at risk of cancellation.

Payment instructions for our invoices can be found on the invoice and within the email that sends the invoice to you. All payments are taken via card through our Lakenheath Pavilion website payment portal, and you will be given a payment link in your invoice to pay. All major debit and credit cards are accepted. No other payment methods are accepted for bookings. All invoices, unless otherwise noted, must be paid within 7 days of issue.

Once your event has happened, and on the condition that your event did not breach the hiring agreement, your refundable deposit will automatically be returned to you 7 days after your hire period. If this date falls on a weekend or bank holiday, your refundable deposit will be returned on the next working day. The refund will be sent to the card that was used to pay the refundable deposit.

If you have any queries regarding our payment terms, or require further information, please contact **billing@lakenheathpavilion.org**. Please do not contact our Booking Clerk with payment queries, as they do not handle the payments for bookings.



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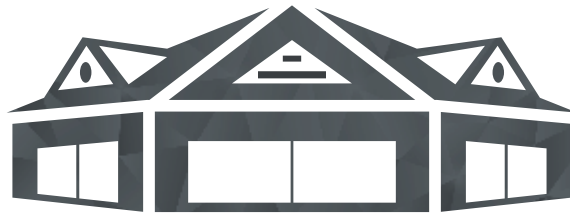
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bookings@lakenheathpavilion.org



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LAKENHEATH PAVILION

Hiring Agreement

Please remember that your booking is not confirmed until this hiring agreement is signed by the hirer and received by the booking clerk, and your refundable deposit has been paid.

NAME OF HIRER

EVENT DATE

ADDRESS

ENTER BUILDING TIME

LEAVE BUILDING TIME

NATURE OF EVENT

NO. OF GUESTS EXPECTED

EMAIL ADDR.

PHONE NO.

BAR OPEN FROM/TO

/

BAR COST £

HIRE FEE £

TOTAL COST £

NOTES (eg: age of birthday, etc)

REFUNDABLE DEPOSIT £

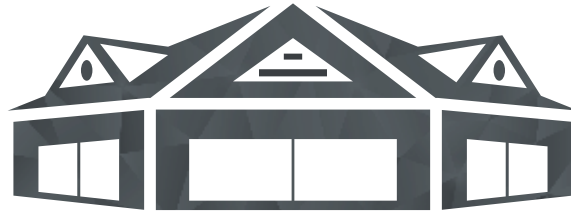
Your refundable deposit will be returned to you after your event if all of the terms and conditions are adhered to. Failure to do so will constitute loss of deposit. Our Privacy Policy can be viewed at <https://lakenheathpavilion.org/privacy/>. If you require a physical copy of this, please contact us.

By signing below, you agree to both our terms and conditions of hire, and payment terms for your booking.

SIGNATURE OF HIRER

NAME IN PRINT

DATE



LAKENHEATH PAVILION

Fire Safety Procedure

Please ensure that you and your guests are familiar with the following procedure to follow in the event of a fire. A copy of the fire evacuation plan map can be found within the main entrance of the building attached to the notice board and throughout the building.

1. In the event of a fire, raise the alarm activating the nearest fire call point to you.
2. If you hear the alarm, evacuate the building immediately.
3. Do not stop to collect belongings.
4. Close any doors behind you, only if it is safe to do so.
5. Head immediately onto the football pitch adjacent to the car park within a lit area.
6. If a member of staff is present at your event, they will call the emergency services. If no staff are present, it is the responsibility of the hirer to contact the emergency services.
7. If anyone is missing, inform the fire brigade upon their arrival.
8. Do not go back into the building until you are informed that it is safe to do so.
9. If a member of staff is not present at your event, please notify a committee member of the incident.

Chairperson **George Plumb** - 07926 089471

Vice Chair **Maggie Satterley** - 07503 614043

The address of the venue is:

Lakenheath Pavilion
Eriswell Road
Lakenheath
Suffolk
IP27 9AF

Please study the enclosed fire evacuation plan to locate your nearest fire exit and ensure your guests are also familiar with this plan.



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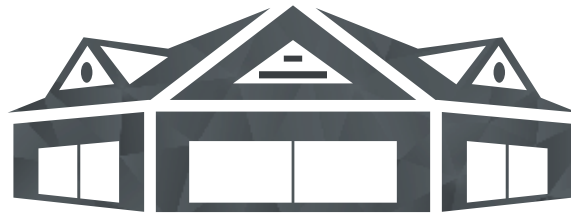


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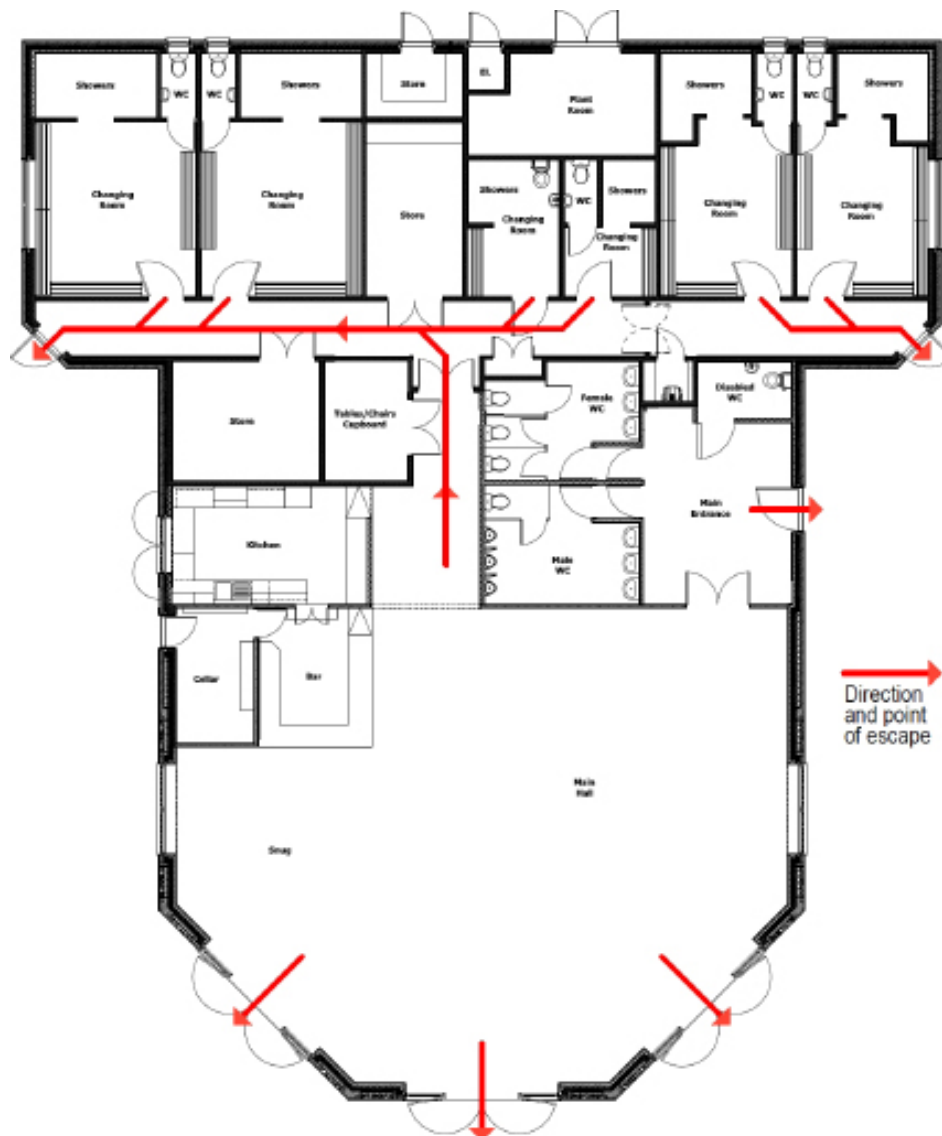
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LAKENHEATH PAVILION

Fire Evacuation Plan



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