



## Moulsoe Millennium Hall

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

### **Hall Hire Rates**

|                           | <b>Session 1<br/>8:00 to 12.00</b> | <b>Session 2<br/>13:00 to 17:00</b> | <b>Session 3<br/>18:00 to 0:00</b> | <b>Full Day Rate</b> |
|---------------------------|------------------------------------|-------------------------------------|------------------------------------|----------------------|
| <b>Monday to Thursday</b> | £40.00                             | £50.00                              | £70.00                             | £150.00              |
| <b>Friday</b>             | £40.00                             | £50.00                              | £120.00                            | £200.00              |
| <b>Saturday</b>           | £50.00                             | £85.00                              | £175.00                            | £300.00              |
| <b>Sunday</b>             | £40.00                             | £70.00                              | £50.00                             | £150.00              |

- The hire rate for New Year's Eve is as Saturday prices
- Bookings can start/end 30 minutes either side of session to allow for a change over period
- Should you require additional time to set up your event then, subject to availability, this is possible but there will be an additional hourly charge , at the prevailing rate.
- 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



## Moulsoe Millennium Hall

---

### **Bar and Catering**

A hall bar is available depending on the type of event. Should you use the hall bar for your function there is no charge but 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](mailto:holycow.catering@aol.co.uk). Please note that no external bars are allowed on the premises.

### **Cleanliness/Damage Deposit**

A deposit of £100 is payable with the full balance at time of booking. This deposit less any charges as described 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 left in the same clean condition as when you arrived. Cleaning materials are supplied.

### **Optional Cleaning Charge**

If you would prefer us to clean the Hall after your event please select this option on the Booking Form. Cleaning will be charged at £15.00 per hour which will be deducted from your deposit

### **Cleanliness/Damage Charges**

- Should the Hall not be left in a clean condition a cleaning charge of £15.00 per hour 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 £100 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 access equipment for us to retrieve the balloons.
- Scotch Magic Tape should be used to fix items to the Hall surfaces, as this does not cause damage. If there is damage to the Hall surfaces, then the Hirer will be liable for the repair costs.