

ROOM BOOKING FORM

Application to hire rooms at The Pavilion, Avenham Park, Preston

DAYTIME BOOKINGS

Completed form to be emailed to parks@preston.gov.uk or posted to: , Avenham and Miller Parks Manager, The Pavilion, Avenham Park, Preston, PR1 8JT. *Please note that a booking has not been accepted until you receive confirmation by email, by phone or in writing.*

Please complete all sections.

Name:
Organisation:
Address:
.....
Telephone: Daytime: Mobile:
Email:
Type of Event/Function
Date(s) Required:
Time(s) Required: Arrival: Departure:
Area(s) Required. Please tick or highlight. (All prices include VAT): Function Room (up to 100 people) ½ day/full day <input type="checkbox"/> (£75 / £120) Meeting Room (up to 12 people) ½ day/full day <input type="checkbox"/> (£35 / £60) Function and Meeting Rooms ½ day/full day <input type="checkbox"/> (£105/ £180) Use of the whole building (Up to 150 people. Evenings only) <input type="checkbox"/> (Contact us for details)
Prices listed as half day and full day respectively. A half day consists of 4½ hrs, e.g. 9am-1.30pm, 1.30pm-6pm, A full day is up to 9hrs. Any event finishing later than 9pm will have a minimum hire charge of £200. Please contact us for unusual timings.
Do you require refreshments or catering? Yes / No (Please circle or highlight) (For example – tea or coffee and biscuits, £2.70 per person. Hot and cold buffets available, please see the catering menu below. Please detail your menu selections and serving times in the sheet at the end of this form). <u>Please note, in accordance with the contractual arrangements with the Pavilion Café, guests cannot bring their own food and drink for consumption on the premises.</u>
Estimated number of people attending: Ticket/Entry Fee?
(130 max permitted in building, including performers / speakers / teachers etc.)
Equipment Requirements: (Projector, laptop and flipchart hire are all included in the room hire price)/Seating plan/ Any additional information:

REFRESHMENTS

One of the conditions of Avenham Park Pavilion room bookings is that all refreshments must be provided by Pavilion Café. Please choose your catering options from the menus shown on pages 3-5 and indicate these on the catering page at the end of this booking form. If there is food and drink that you would like that isn't on the menu, please state these on the catering page and the café will endeavour to meet your requirements.

Due to the fact that all our food is delivered and freshly prepared to order, catering requirements must be finalised no later than 7 days before the event.

ROOM BOOKING AGREEMENT

I hereby apply to hire the facility and undertake as follows:

- a) to observe and perform the Conditions of Letting and to ensure that the same shall be observed and performed by any person (not being an officer of the Council or catering company) entering the Pavilion, the parks or any part thereof at any time during the period to which this application relates;
- b) to pay to the Council any further sum or sums payable under the provisions of the said conditions of Letting not later than fourteen days following receipt of the invoice;
- c) to indemnify the Council in respect of all loss or damage arising from or in consequence of the non-observation or non-performance of any of the said Conditions of Letting by the Hirer or by any person (not being an officer or servant of the Council) entering or being upon The Pavilion, the parks or any part thereof anytime during the period to which this application relates.

The balance must be paid no later than fourteen days from receipt of the Council's final invoice. Payment instructions will be provided on the invoice.

COMPANY PURCHASE ORDER NUMBER (if applicable):

PRESTON CITY COUNCIL BUDGET CODE (for PCC internal bookings only):

NAME OF HIRER:

SIGNATURE OF HIRER:

ON BEHALF OF (if booking on behalf of a company or organisation):

DATE:

Contact details for any further room booking enquiries:

Telephone: 01772 906216 (Room Hire) or 01772 907740 (Kitchen)

Email : parks@preston.gov.uk

Preston City Council will use your information for processing your application and in a manner compatible with the Data Protection Act. Any disclosure or sharing of information will only take place where required or permitted by law. For further information please visit www.preston.gov.uk



Pavilion Café Menu For Meetings

For morning functions up until 12 noon

Breakfast Light Bites

Toasted T-cake - £2.50

Crumpets - £2.50

Danish Pastries - £2.50

Breakfast Barms £3.80 a head

Bacon Barm

Sausage Barm

Additional items £1.00

Slice of bacon

Sausage

Hash brown

Tomato

Mushrooms

Beans

Slice of toast

Beverages

A selection of Teas and Coffee £2.20

A selection of Teas and Coffee with Biscuits £2.70

A glass of fresh orange juice £1.80

Mineral Water 500ml £1.20

Thank you for choosing the Pavilion café as your venue

For Day and Evening Functions

Sandwiches @£5.95 per head

A selection of mixed sandwiches including a vegetarian option on white and brown bread, served with salad garnish

Cold Traditional English Buffet £10.50 per head

Selection of cooked meats
Selection of local cheeses
Pork pies
A slice of Quiche
Mixed salad bowls
Selection of bread rolls
All accompanied with salad dressings

Finger Buffet £10.50 per head

Samosas, vegetarian spring roll, onion rings, mini fishcakes, chicken goujons, mixed salad bowls
Assorted dips

Hot Buffet £10.70 per head (10 people or over per dish)

Lancashire Hot Pot and red cabbage served with crusty bread
Homemade Chilli served with rice and crusty bread
Vegetable Chilli served with rice or chips

Dessert Menu

Selection of Traybakes from £2.80 each
Selection of Homemade cakes from £3.80 each
Scone, Jam & Cream £3.95 each

Fancy Something Extra

Portion of freshly made chips- £2.70
Portion of hot onion rings- £2.50
Freshly prepared salad- £1.50

All prices above are VAT included

Final Numbers and any changes must be made **SEVEN DAYS** prior to the date of event. Charges may be incurred. All events must be catered for by The Pavilion, supplying your own food and drink is **NOT** permitted. If you have any special dietary requirements, please speak to our team who will do their best to meet your needs

Thank you for choosing the Pavilion café as your venue

REFRESHMENTS AND CATERING MENU

Please note, food and drink which has not been ordered and purchased from the café may not be consumed on the premises.

Time	Food Menu	No.	Drinks	No.

Date of function..... Customer name.....

NOTE: PLEASE INFORM US OF ANY CHANGE IN YOUR ROOM AND CATERING REQUIREMENTS AT LEAST 1 WEEK PRIOR TO THE DATE OF YOUR BOOKING. A CANCELLATION WITHIN 7 DAYS OF THE BOOKING IS LIABLE TO FULL COSTS BEING INCURRED BY THE HIRER.

Organiser's Signature:

Date:

