

BOOKING FORM

EASTCOTE STABLES 26/27

Please complete this form and submit it to the Museums & Theatres Team at least four weeks before your event.

HIRER DETAILS

Name of Hirer/ Organisation:

Purpose of hire:

Date of event:

Times required:

Name of Applicant:

Address:

Email:

Telephone:

HIRE CHARGES

Mon until 4.30 pm Fri:

Stables at £27.20 per hr for in-borough hirerhrs. Total: £.....

Stables at £29.80 per hr for out-of-borough hirerhrs. Total: £.....

Friday 4.30 pm, Sat, Sun, Bank Holidays:

Stables at £52.70 per hr for in-borough hirerhrs. Total: £.....

Stables at £57.80 per hr for out-of-borough hirerhrs. Total: £.....

Deposit Payment of £100 (to cover any unforeseen damage) will be required 4 weeks prior to the event. Full Payment is required at least 4 weeks before the event will be requested by London Borough of Hillingdon



HIRE INFORMATION

- Ensure you have secured appropriate insurance cover for your event. (Public liability cover may be necessary).
- Hirers must adhere to the Terms and Conditions of Hire (sent with this form). All rubbish arising from this hire is to be collected, bagged and disposed of at an appropriate off-site facility (e.g. the Civic Amenity Site, New Year's Green lane, Harefield, UB9 6LX).
- A representative from the Museums & Theatres Operations Team will open and lock the venue (unless agreed otherwise with the hirer).
- Bouncy castles and BBQs are not permitted in the Stables building or on the site.
- Please note, **this hire is just for the Stables and not the surrounding park area.**
- All electronic items must be PAT tested.
- No cooking equipment can be brought on site without prior approval. Cookers will be refused due to the lack of space.
- Naked flames are not permitted due to the heritage nature of the buildings (this includes chafing dishes).
- Discos are not permitted without prior approval.
- The Stables is wheelchair accessible and has one accessible toilet.

COMPLETING YOUR BOOKING

- This booking form, together with payment of hire charge and deposit, must be sent at least four weeks before the event to:
eastcotehousegardensenquiries@hillingdon.gov.uk
- The venue will be inspected after hire, and the hirer's deposit of £100 will be returned if the venue has been left in satisfactory condition. If the building or its contents have been damaged or left in poor condition, the deposit of £100 will be retained by the council. This includes non-removal of rubbish and lack of cleaning within the kitchen and main hall. A sweep of the building and surface clean of the kitchen is expected.



In the event of any problem on the day of hire, please contact the Museums & Heritage Manager, Fiona Sweet: **07856 000901**

If this application is approved, I agree to abide by the Terms and Conditions of Hire, and the details given on this form:

SIGNED:

DATE:

CONTACT US

eastcotehousegardensenquiries@hillingdon.gov.uk

07856 000 901

The Stables, Eastcote House Gardens

5 Field End Road, Pinner, HA5 2QS

[///juror.weedy.lists](http://juror.weedy.lists)



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