

Olden Community Garden (registered charity 1158105)

located opposite 22 Whistler Street, Highbury N5 1NH

Booking Form for the Garden House and Site Conditions

Fee Structure for Bookings from 1st September, 2015

Name.....

AddressPost Code

Tel/mobile.....Email

I/we wish to make a booking for the Garden House on (day and date)

Time: starting from arrival until departure ***including the time taken to set up before the event and to clear away after the event***, which is for a total duration ofhours.

For the purpose of:

Charges/Donations:

The **Minimum Donation is £50 (FIFTY POUNDS)** for a total duration of up to 3 hours; **PLUS £10 per hour** or part thereof for any additional time. The total duration includes the time starting from arrival to set up before the event until departure after clearing away after the event.

I am a current Member of OCG I am not a current Member of OCG *Tick the correct box*

I/we wish to donate £

Payment:

I enclose a **cash** for the total sum of £..... **OR**

I enclose a **cheque** made payable to Olden Community Garden for the total sum of £.....

Gift Aid Declaration:

Please treat as Gift Aid Donations all qualifying donations, subscriptions and gifts of money made by me:

Today [] In the past [] In the future [] Please tick all the boxes you wish to apply.

I understand that Olden Community Garden will reclaim 25p on every £1 that I give or have given on or after 1st September, 2014. I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains tax for each tax year (6 April to 5 April) that is at least equivalent to the amount of tax that all the charities that I donate or subscribe to will reclaim my donations for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify.

Site Conditions: I/we have read and agree to the **Conditions of Hire** set out on the second page/reverse side of this form.

Signed:Date:

Please return your completed form, your donation, and a deposit to the

Membership Secretary/Bookings : Jill McKeown, 49 Whistler Street, N5 1NJ Telephone: 020 7226 0222

For further information, and copies of the Booking Form, please contact,

Treasurer, Jennifer Sharpley by Email: theoldengarden@yahoo.co.uk

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Conditions of Hire:

No Sunday Bookings. No ball games. No dogs, unless they are guide dogs.

Smoking is not permitted in the Garden House. All users of Olden Garden do so at their own risk.

We are a working garden, on a terraced site, so please be careful.

Bookings are restricted to **TWO** a week. Bookings are made on a first-come-first-served basis.

The maximum number for adult parties is **30**. The maximum number for children's parties is **15 children** with adult supervision. Recommended ratio of 1 adult to 5 children. Please ensure all children are supervised in the garden, woodlands, and garden house at all time. We are based in a residential area, so please try and ensure that noise is kept to a minimum. All children need to be supervised; they are your responsibility.

The Garden House should be left as one would wish to find it – clean and tidy. It's a Community resource, please respect it. Brooms and cleaning materials are available in the Garden House, or in the adjacent toilet if needed.

All rubbish must be removed from the premises and vicinity. **Please take all your rubbish and waste home with you.**

Please ensure that all lights and heaters are switched off in the garden house and in the toilet,

Music volume must remain at a reasonable level and no amplified music is allowed. We are located in a residential area so please respect this.

Please ensure that you allow sufficient time for setting up before, and clearing up after, the event. Normally bookings are for a 4-5 hour time period. If you require longer, please negotiate with one of the above Committee Members (Anna or Jill).

NO event can continue beyond 10pm. Please respect this rule as we are based in a residential area

Please remember that Olden Community Garden has many Members, some of whom may visit the Garden during your session. Please be courteous to those who visit the Garden at various times of the day. Value our volunteers – they may pop into the garden house to get keys for the tool shed, sign the book, etc.

Please remember to place a notice on the garden gate during your event: to inform Members who may be visiting at the time of your event. Notices for you to use are in the Garden House.

Please feel free to use crockery/fridge/furniture but please leave everything clean and tidy.

If you use the BBQ, then please return the next day to remove the ashes and clean the grill.

If there are any breakages, please leave a note in the "comments book" in the Garden H

Booking Form 16 August 2015