

The Foxes' Den Café



Premises Hiring Agreement – Additional Information

Booking:

Contact The Foxes Den to make a booking

By Phone: 07919448254

By email: claire@foxesden.co.uk

In person: The Foxes' Den, Binfield Parish Council Office, Benetfeld Road, Binfield, RG42 4EW

Any bookings made will be provisional until a complete Premises Hiring Agreement is completed, signed and a cheque/cash is received to secure the booking.

Application Forms and a Copy of the Lettings Policy can be obtained from websites: www.foxesden.co.uk or www.binfieldparishcouncil.org.uk

The opening hours of the Foxes Den Cafe are: 8am – 5pm Monday to Friday and 9am – 2pm on Saturday. Closed on Sunday. The venue is available during café opening hours as well as when the café is closed subject to availability.

Payments/Security Deposit/Cancellations:

Hiring of the premises incurs an hourly charge, the placement of a refundable security deposit of £30 and a £20 cleaning charge.

Payments may be made by cash, debit or credit card or direct bank transfer (BACS).

To secure the booking, the deposit for hire must be made within 3 days of initial booking with completed hiring forms.

Bank: HSBC, Wokingham Branch

Sort Code: 40-47-09

Account No: 02068664

The payment in full must be paid at least **one week before the hiring takes place**. The Foxes' Den reserves the right to cancel the hire at short notice if the hire fee and deposit are not paid in full in accordance with this requirement.

The security deposit is refundable subject to the conditions set out in the Letting Policy of The Foxes Den. Refunds will only be made by BACS transfer even if originally paid in cash. Intending hirers should ensure that this is acceptable to them before making a booking.

Any cancellation by the Hirer must be made in writing to The Foxes' Den. If more than 7 days' notice is given, there is no cancellation fee. If less than 7 days' notice is given, the Hirer will need to pay £10 of the deposit to the Foxes' Den. The remainder of the deposit will be returned.

There is disabled access to the main entrance of the The Foxes' Den Cafe and disabled toilet/baby change facilities.



Hire Rates (2019):

Type of Organisation	The Foxes Den Operating Hours: 8am – 5pm Monday – Friday and 9am –2pm on Saturday.	Hire rate	Catering costs
Registered charity or recognised community group	In cafe opening hours	£0	Filter coffee/tea available at £1.50 per head
Registered charity or recognised community group	Outside of cafe opening hours	£10 per hour	Coffee/tea available in community kitchen at £1.50 per head (if requested)
Business hire	In cafe opening hours	£10 per hour	Filter coffee/tea available at £1.50 per head
Private or business hire	Outside of cafe opening hours	£15 per hour	Filter coffee/tea available at £1.50 per head (if requested)