

Pavilion Conditions of Hire

1. The person named in the application shall be the Hirer and shall be personally responsible for ensuring that these conditions are complied with in all respects. The hirer must be aged 18 or over.
2. The Management Committee of the organisation referred to in the hiring applications shall be jointly and individually liable with the Hirer for complying with this agreement.
3. The premises to be hired are part of the premises of the Parish Council and consist of the meeting hall, 4 changing areas, toilets, Ref's room, kitchen. Tables, Chairs, cooker, fridge, freezer, and dishwasher are provided by the Parish Council.
4. The Pavilion has a no smoking policy in all areas.
5. The Parish Council shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any persons.
6. The Parish Council reserves the right to allow the use of other parts of the pavilion during the period of hire and to allow the common use of the entrance and toilets.
7. In the event of any breach of the above conditions or in the event of any misstatement in the form of application or any material omission from the form whenever discovered, the hiring may be cancelled without prior notice in the absolute discretion of the Pavilion Management Committee, and any charges paid, including the hire charge, may be forfeited.
8. The Pavilion Management Committee reserves the right to cancel this agreement for any good reason beyond its control and in that event to return all fees and deposits paid to the Hirer.
9. The Parish Council's Hiring Agreement and these conditions of hire represent the complete contract between the Hirer on behalf of the Management Committee referred to in the hiring application and the Parish Council. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Management Committee member.
10. **All parts of the pavilion must be left in good order, clean and tidy – otherwise additional cleaning fee will be raised.**
11. Doors to veranda can be used but access to the Bowls Green is restricted to authorised users of the bowls club only. Any damage to the bowls green will be the responsibility of the hirer.
12. The Pavilion will not be available for political parties for their meetings, events or fundraising.
13. All evening bookings must be finished by 10.30pm, unless with agreement with the Management Committee.
14. The hirer of facilities is responsible for any damage caused. Damage will be costed and a bill sent to the hirer. The incident will be reported to the Football Association, in the case of football clubs, for all other hirers their governing bodies. The bill will include a 10% admin charge.
15. The Hirer agrees.
 - a) To pay the full hire charge at least 30 days from the date of invoice.
 - b) That he or she has inspected the premises and they are suitable for the purposes for which they are hired.

- c) To ensure that they or some other person authorised in writing by them (the 'responsible person') is present throughout the period of hire.
- d) **To ensure that the responsible person does not leave the premises at the end of the period until the caretaker attends to secure the premises. The caretaker will allow up to 15 minutes for the hirer to arrive, and will lock up and leave after this time. (Unless approved alternative arrangements are in place).**
- e) To ensure that the premises are not used for any purpose other than that stated in the hiring application.
- f) To ensure that members of staff of the Parish Council are allowed access to the premises at all times during the period of hire.
- g) To accept full responsibility for and to indemnify the Parish Council against all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of the Parish Council or its staff.
- h) To compensate the Parish Council for any damage caused during the period of the hire or as a result of any breach of this agreement to the building or to any apparatus, fittings or appliances belonging to the Parish Council or its staff.
- i) To compensate the Parish Council or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
- j) To ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with.
- k) To ensure that at no time during the period of hire any emergency exit from the premises is locked or obstructed.
- l) To ensure that the responsible person and at least two other people are aware of the site of fire appliances, emergency exits and evacuation procedures and that these procedures are adhered to at all times by all responsible persons present.
- m) To take all proper precautions for the prevention of accidents to any persons on the premises during the period of hire.
- n) To take proper steps to control admittance to the function and to ensure there is not intrusion of hindrance to any other event taking place in the pavilion.
- o) To ensure that all noise, including music, is kept within the level set by the local authority, details of which can be obtained from the environmental health department.
- p) To ensure that the noise level during the arrival and departure of people attending the premises is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.
- q) **To ensure that the activities for which the premises are hired cease in sufficient time before the time stated for completion of the hire in the application form to enable all people to leave the premises and all apparatus concerned with the hire to be removed and the premises left tidy by the time of completion of hire.**
- r) All users must park in the pavilion car park adjacent to the premises. The road access must be kept clear at all times. No vehicles or any time, or at any time use or park on the road access beyond the pavilion car park adjacent to the football field. Not vehicles are allowed on the playing field.
- s) All Football boots must be removed before entering the building.