

# SOUTH WONSTON PARISH COUNCIL

## PAVILION HIRING CONDITIONS AND CHARGES

### TERMS AND CONDITIONS

We would be grateful if you would kindly read the following details carefully when considering the hire of the Pavilion and the use of its facilities.

The following Terms and Conditions must be adhered to and so it is important that you understand all aspects of the agreed contract between yourself and the South Wonston Parish Council.

The HIRER must be at least 18 years of age.

During the period of the hire, the HIRER is responsible for the care, related to the fabric of the Pavilion, and its contents and, should damage occur, however slight, it must be reported to the Parish Clerk, Mrs Rachael Jones. The HIRER will accept charges to rectify any damage (including accidental damage) to the premises or its contents.

The HIRER is responsible for the supervision of the premises, the fabric and contents and the behaviour of all persons using the facility and will ensure that in cases where any unreasonable, unsociable activity occurs they will take steps to resolve matters.

The Parish Council accepts no responsibility for any stored equipment or any property brought on to or left at the premises (HIRERS requesting storage facilities must seek permission from the Parish Council).

The Parish Council reserves the right for duly authorised members or officers of the Council to enter the Pavilion at any time for any authorised purpose.

### USE OF PREMISES

THE HIRER shall not use the premises for any other purpose than that described in the Hiring Agreement.

The HIRER shall not sub-hire or use the premises, or allow the premises to be used, for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof. The HIRER shall ensure proper supervision of the car-park so as to avoid obstruction of the highway.

**Marquees, tents, structures, other equipment, fireworks, barbeques or cooking are not permitted on the paved area, the astro-turf in the enclosed area, or in the immediate vicinity of the Pavilion.** No cooking equipment shall be brought onto the premises, **no stiletto heels or studs are permitted in the Parish Room.** No laser beams, artificial smoke, fireworks or any highly inflammable substances are permitted inside, or in the vicinity of the building, the paved areas or astro-turf in the enclosed area by the Pavilion.

### GENERAL BOOKING INFORMATION

#### When you hire the hall you agree to:

- ◆ Ensure that the hire period you book allows sufficient time for setting up before your event and, in particular, for clearing away and cleaning after your event ready for the next user.
- ◆ Regular Hire: - Payment of invoices for regular hirer agreements to be made by on-line banking within 7 days of receipt of invoice.
- ◆ Occasional Hire: - Full payment is required on return of the signed hire agreement form by either on-line banking or cheque. A designated key holder will open and close the pavilion and check the facility, it is important to report any damages to the key holder.

- ◆ Consider the neighbours by ensuring that the volume of any music is kept at a reasonable level, the Pavilion doors and windows are kept closed if necessary and guests leave quietly at the end of the hire period.
- ◆ Vacate the premises at the end your hire period in a timely manner.
- ◆ As the Hirer, you must ensure that the Pavilion is only used for the purpose specified on the booking form. You must not sub-hire the premises, or allow them to be used for any unlawful purpose or in any unlawful way.
- ◆ As the Hirer, you are responsible for the care and supervision of the premises, and for the behaviour of all persons present. You are also responsible for supervising car parking arrangements in order to avoid any obstruction of the public highway.
- ◆ You must ensure that there are sufficient responsible adults present for the number of people in attendance at your event (over the age of 25).
- ◆ At least 2 responsible adults present for any event with up to 25 people in attendance.
- ◆ At least 4 responsible adults present for any event with over 25 people in attendance.
- ◆ The number of responsible adults present must be doubled if the majority of people attending are under the age of 16.

**Regular Hirers:-** As part of the closing process, it is important that you that you lock the Parish Room door, lock the front door, set the alarm and bring down shutters on front door. To open the Main Door, please raise the metal shutter completely before unlocking the Main Door and then turn off the alarm.

At the end of the hire period, you must close any windows before lowering or raising the metal shutters that you may have opened and ensure that all appliances (with the exception of the refrigerator) are turned off, and any rubbish is removed from the premises. Close all shutters in the Parish Room and Kitchen.

**Occasional Hirers:-** A designated Key Holder will be present to open and close the premises on behalf of the Hirer.

- ◆ The maximum number allowed in the Parish Room at any one time is 75.

## COLLECTION OF KEYS AND PAVILION SECURITY

A key holder will be arranged to open and close the Pavilion and provide you with information related to the opening and closing of security doors, shutters and in the instances of regular hires, hand over the keys. They will also provide you with a security code for the main door and answer any questions you may have. **The keys and code are not to be passed onto any unauthorised person. In an emergency please contact Rachael on 07723 056269.**

Please note that a charge of £25.00 will be made if a key is not returned or lost. All keys will be logged against their unique number.

## HEALTH AND SAFETY

To minimise the chances of accident or injury, we ask all Hirers to adopt a common sense and responsible attitude to health and safety.

The responsible adults must be familiar with the location and operation of the fire extinguishers, as well as the procedures for orderly evacuation of the Pavilion in the case of fire or other emergency.

All doors, gangways and exits must be kept clear of obstruction at all times and Fire Exit Notices must not be obscured.

Ensure all fire exit doors from the pavilion are left unfastened and unobstructed and immediately available for exit. This would be the door into the Parish Room and the exit onto the Veranda.

At the commencement of hire, the HIRER should identify for attendees the location of Fire Exits; and adhere to Fire Drills if the alarm sounds, vacate the premises immediately, assemble on the sports field and dial 999.

Naked flames must not be used in the building, with the exception of small candles on birthday, anniversary or wedding cakes; permission for the use of candles must be obtained from the Parish Council in advance and candles must not be left unattended.

## HEALTH AND SAFETY (CONTINUED)

All chairs, tables and other equipment must be arranged in such a way as to allow free and easy access to the fire exits, and with consideration for people's safety in moving around them, especially if a disabled person is in attendance. The HIRER to ensure that any equipment brought with them onto the premises to be used there shall be safe and in good working order and where appropriate be PAT Tested.

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## HEALTH AND HYGIENE

As the Hirer, if you are preparing, serving or selling food at your event, you must ensure that all relevant food, health and hygiene regulations are observed.

You must not allow any animals except Guide Dogs to be brought into the Pavilion, unless specifically agreed in advance by the Parish Council. No animals whatsoever are to enter the kitchen at any time.

Smoking is **NOT** permitted. Under the Health Act 2006, it is a criminal offence to smoke in any part of the building and it is a criminal offence for the HIRER to permit such smoking.

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## PROTECTION OF CHILDREN

As the Hirer, you are responsible for the supervision and general safety of all children (under the age of 18 years) while they are on the premises. You must be present throughout the period of hire.

You must ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that the relevant checks (e.g. DBS) have been carried out on people with unsupervised access to the children.

You must take all reasonable steps to keep children out of those parts of the Pavilion that might present a potential danger to them (e.g. the kitchen, cleaners' storeroom or boiler room) unless they are supervised by a responsible adult.

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## A CCIDENTS AND DANGEROUS OCCURRENCES

As the Hirer, you must report any accident involving injury to the public in the Accident Book located in the Parish Room and to the Parish Clerk as soon as possible. The first aid box is located on the wall on the same side as the disabled toilet and opposite the Parish Office.

## INDEMNITY AND INSURANCE

The hirer shall indemnify the Parish Council against all the liabilities and keep the Parish Council fully indemnified against all damage, losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against, suffered or incurred by the Parish Council.

All regular hirers shall obtain a policy of insurance against third party risks / public liability. A copy of the policy must accompany the application form or be received by the Council not less than 28 days prior to the date of the first hire session, except in circumstances approved by the Council. The hirer shall provide a copy of the policy if insurance cover is renewed after the initial booking is confirmed.

- ◆ The Parish Council does not accept liability for any damage to, or loss of, any property or articles placed or left in or on the pavilion or recreation ground or any part thereof by an organisation or member of an organisation.
- ◆ The Parish Council does not accept liability for any loss suffered by the Hirer as a result of any booking cancellation or unforeseen unavailability of the facilities.
- ◆ The Parish Council does not accept any responsibility whatsoever for any loss or damage caused to the personal property of the users of the facilities.
- ◆ A hirer failing to comply with any of these regulations and conditions will be liable to forfeit the use of the pavilion and/or facilities, without any adjustment of fees.

Please note that there is an accident book located in the hall.

## CANCELLATION

As the Hirer, if you cancel your booking, we reserve the right to make a cancellation charge as follows:

- ◆ Charge if notice of cancellation given is less than one month to the Clerk before the event = the full amount.
- ◆ Charge if notice of cancellation given is more than one month to the Clerk before the event = 50% of the amount paid. In special circumstances, we may waive or reduce the amount of the cancellation charge.

The Parish Council also reserves the right to refuse a booking or to cancel a booking at any time, without being obliged to give a reason, and in this case we will offer compensation where appropriate. This will, however, be limited to a maximum of the hire fee for the event, and the Committee will not be liable for any further and/or consequential losses.

## CLEANING

As the Hirer, you are responsible for ensuring that the Pavilion is left clean and tidy, in a suitable condition for use by the next hirer. If you have moved anything in the Pavilion, you must return it to its usual place. All rubbish generated by your event needs to be removed from the Pavilion and taken elsewhere for disposal.

If you use the secure area outside the Pavilion you are also responsible for checking and tidying the area after the event. Please let the Parish Clerk know of any breakages or any damage as soon as possible.

We reserve the right to deduct an appropriate amount from your security deposit to pay for any damage caused or any additional cleaning.

Cleaning materials and equipment are kept in the cleaner's cupboard next to the Clerk's Office.

### Kitchen cleaning

- ◆ ALL surfaces must be wiped clean
- ◆ Any crockery, pans, baking trays or other equipment that has been used must be thoroughly washed, dried and returned to its appropriate cupboard.
- ◆ Any cutlery used must be thoroughly washed, dried and returned to the trays provided.
- ◆ Everything except the fridge must be turned off (please be particularly careful to turn the oven off).
- ◆ Any breakages or equipment failure must be reported to the Parish Clerk as soon as required after your event.

## OUR COMMITMENT

The South Wonston Parish Council will do its best to provide the Pavilion and facilities in a suitable state for the activities agreed, however, we cannot be held liable for any circumstances or events outside of our control.

We will ensure that your booking request is dealt with in a timely manner and an email confirmation will be sent to you at the earliest opportunity.

If you have specific requirements that you would like to discuss with us, please get in touch with the Clerk: - Mrs Rachael Jones.

Email: [clerk@southwonston-parishcouncil.org.uk](mailto:clerk@southwonston-parishcouncil.org.uk)

We look forward to welcoming you to our Pavilion sometime soon.

## DEFINITION

**Regular Hirer:** a regular hirer is defined as any society, association, club, community group, organisation, or individual who makes weekly bookings, at the same venue, within any one booking period.

**Occasional Hirer:** an occasional hirer is defined as any society, association, club, community group, organisation, or individual who makes bookings less frequently than once a week, at the same venue, within any one booking period.



# SOUTH WONSTON PAVILION BOOKING APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO THE PARISH CLERK, SOUTH WONSTON PARISH COUNCIL, PO BOX 324, WINCHESTER, SO21 3WB. TEL. NO: 01962 889072

Name of Club/Group/Organisation:	
Contact Name:	Position in Organisation:
Address:	
	Post Code:
Telephone No:	Mobile no:
Email address:	

Invoicing Contact Name:	
Invoicing Address:	
	Post Code:
Telephone No:	Mobile no:
Email address:	

Adult / Junior booking		Expected numbers attending	Under 16's	16 – 65yrs	Over 65's

Type of Event/Activity e.g. social/sport/club:
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Facilities Required: (Please Tick)

The Parish Room	Kitchen	Grass Pitches	Changing Rooms	All Facilities
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Day Required	Times from and to	Starting date	End date
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Special Arrangements			

This is a booking application only and is not confirmation of your booking. Your booking will be confirmed in writing within 7 days of the Parish Clerk receiving this form.

Form to be returned with payment by either cash, cheque or online at:- Lloyds Bank, South Wonston Parish Council: Sort Code:- 30-99-71, Account No.- 73770060.

Signed:	Print Name:
Dated:	Position of Applicant in Organisation:
Approved by:	Booking Confirmed:

I have read and understood the conditions of hire related to this booking application. (Please tick)

Signed Conditions of hire:  Reviewed Fire Action Form:

Relevant Insurance Arranged:

## SOUTH WONSTON PAVILION HIRE CHARGES – SEPT. 2017 – SEPT 2018

PARISH ROOM	SOUTH WONSTON (HOURLY)	NEIGHBOURING (HOURLY)	BUSINESS RATES (HOURLY)	WEDDING HIRE	
				SOUTH WONSTON	NON- RESIDENT
INDIVIDUAL MEETINGS	£15.00	£17.00	£25.00	£200	£300
PUBLIC MEETINGS	£20.00	£25.00	£30.00	<b>MARQUEE ON SPORTS FIELD</b>	
REGULAR HIRE	£10.00	£13.00	£20.00		
JUNIOR GROUPS REGULAR HIRE	£8.00	£9.00	£15.00		
PARTY RATE	£15.00	£17.00	£25.00		
<b>KITCHEN PER HIRE</b>	£5.00	£5.00	£5.00		
<b>TV and SOUND SYSTEM PER HIRE</b>	£8.00	£8.00	£8.00		

KEY HOLDERS	
June Perrins	01962 885322 or 0774 2550161
Rachael Jones	01962 889072
Ann Peal	01962 885460
Tim Gardner	01962 881861

**FIRE ACTION PLAN**

**IF A FIRE BREAKS OUT .....**



**Raise the alarm**

**Evacuate the premises through the Fire Exits,  
The Parish Room and the Veranda Exit.**

**Please be aware that the assembly points in the  
case of evacuating the building are to the rear of  
the car-park and on the recreation ground.**

**Hirers must ensure the safe evacuation of the  
members of their party.**

**Call the Fire Service**

**Proceed to assembly point for roll call**

**Only tackle the fire if it is safe to do so  
and you have been adequately trained.**