

TERMS AND CONDITIONS OF PAVILION HIRE

1. GENERAL INFORMATION

The premises are managed by the Tintinhull Parish Council. The premises are non-profit making, providing a service to the community, and rely on the cooperation of all users. Hire charges cover running expenses, general maintenance and making improvements to the building. The hours of opening: -

Summer	9am – 9pm	Beginning of April to the end of September
Winter	9am – 4pm	Beginning of October to the end of March

Requests for hire at other times at the discretion of the Parish Council.

Winter opening times are restricted due to the remote location of the Pavilion which limits any nearby parking and access on dark evenings.

The parking area at the bottom of the field is unlit and access on dark evenings is unsafe due to a lack of external lighting. Any use of the facility after dark is at the Hirers own risk. If using the Sports Field or on-field footpaths in the dark, it is recommended that Hirers use a torch.

Tintinhull Parish Council wants you to enjoy the facilities and to continue to make good use of the premises. Hire of the premises is available to those aged 18 or over.

2. FACILITIES AND FEES

Hire options and current fees (April 24 – March 25)

a) The full Pavilion – includes changing rooms, showers, kitchen and the main hall including tables and chairs.

@£30 an hour with a minimum of 2 hours.

b) The main hall and kitchen including tables and chairs.

@£10 an hour with a minimum of 2 hours.

TIME MUST BE ALLOWED TO SET UP AND CLEAR UP WITHIN THE HOURS OF HIRE

This rule will be strictly enforced at all times so that previous or subsequent hirers are not inconvenienced.

The main hall includes tables and chairs, and the kitchen includes a small fridge, kettle and microwave. No cooking is allowed in the kitchen, but pre-prepared food (sandwiches etc) can be brought in and served from there as well as the preparation and serving of drinks. The toilets are accessible under all hiring options.

The total capacity of the Pavilion is:

36 seated banquet style

50 seated theatre style

70 standing.

3. DEPOSITS PAYMENTS AND CANCELLATIONS

All hire fees and a refundable deposit of £50 will be required to be paid by all hirers at the time of booking via bank transfer to the Parish Councils bank account. The damage deposit will be returned less any charges for damages or cleaning needed after inspection following the hire. Photos will be

taken in reference to any part of the deposit not being refunded. This is also subject to there being no report of nuisance or anti-social behaviour to the Parish Council. The Parish Council decisions in all cases will be final.

Payment is due at the time of booking and will be invoiced from the Clerk of the Parish Council. Any cancellations or amendments must be made in writing or email to the Bookings Secretary at least seven days before the event is due to take place or the full hiring fee will be due. All bookings are accepted on the understanding that they represent a binding contract between the Hirer and the Parish Council and that they are made in strict compliance with these Terms and Conditions.

4. NOISE AND NUISANCE

All functions must end by 9.00pm at the latest, unless granted a specific extension by Tintinhull Parish Council. Hirers will be held personally responsible for the conduct of participants, especially in respect of the following:

- a) Ensuring that noise is kept to a minimum both inside and outside the Pavilion.
- b) Restricting access to the premises to legitimate guests only, by controlling invitations or tickets.
- c) Parking is confined to the designated parking area on the opposite side of the playing field to the Pavilion – parking in the neighbourhood adjacent to the Pavilion is discouraged. Vehicles are not allowed on the field.
- d) Maintaining good behaviour both on the premises and within the surrounding area to minimise disruption to residents.
- e) No alcohol to be sold on the premises. This includes a priced ticket event that includes alcohol. Alcohol free of charge can be provided.
- f) The Council operates a zero-tolerance policy to illegal drugs and anti-social behaviour.

5. ACCIDENTS AND FIRE SAFETY

All hirers are to appoint a 'Responsible Person' to ensure that activities are conducted safely. The location of fire exits, fire extinguishers and toilets should be notified to all groups at the start of an event. A First Aid box, space blanket and Accident Book are available. A defibrillator is mounted on the wall at the front entrance. Fire exits are to be kept clear of obstructions at all times. The numbers of persons on the premises must not exceed those shown in paragraph 2 above in order to comply with Fire Regulations. The Bookings Secretary is to be notified immediately in the case of any fire or accident.

6. SMOKING AND VAPING

Smoking and vaping are strictly prohibited throughout the Pavilion and at its entrances and exits.

7. STORAGE OF EQUIPMENT AND MATERIALS

There is very limited storage available in the Pavilion – any requests for storage must be made to the Bookings Secretary. No food to be left at the Pavilion.

8. INSURANCE AND DAMAGE

The Pavilion insurance policy covers only Public Liability and loss caused by Fire, Theft or Storm damage. Regular hirers are advised to take out their own insurance to cover their activities and responsibilities. Occasional hirers may find that their household insurance

covers some eventualities, but this should be checked with their insurance provider. Any materials, equipment or kitchen goods are left at the hall strictly at the owner's risk.

9. CLEANING AND CONDUCT

Hirers will be held personally responsible for ensuring that the premises are left in the same state as they were found upon entry. This will include the sweeping of floors, removal of all rubbish and recycling from the premises (hirers must take their rubbish and recycling home with them) flushing the toilets and ensuring that they are left clean and tidy and replacing any chairs, tables etc that may have been moved. The Pavilion has a no studded boot policy, all boots must be removed before entering the Pavilion. A deduction will be made from the damage deposit if professional cleaning is required after your event. No posters, decorations or notices are to be affixed to the walls by any means without the prior approval of the Bookings Secretary. No gambling, betting or lottery is permitted to take place on the premises.

10. FOOD AND CATERING

The kitchen can only be used for the distribution of pre-prepared food (sandwiches etc) and the making and distribution of drinks. If the kitchen has been used during an event, hirers are to ensure that this is left clean and tidy, so that it can be used by the next hirer.

All crockery and equipment should be cleaned and returned to the cupboards, and any food or perishables must be removed at the end of the event. Animals are strictly prohibited from the kitchen.

11. SECURITY

Hirers are responsible for the security of the Pavilion. If they are the last to leave the premises, this includes ensuring that all internal lights, and equipment are switched off, all fire doors closed and all external doors locked. A report of any damage that may have been occasioned during the event should be notified to the Bookings Secretary as soon as possible after the event. Tintinhull Parish Council reserves the right to enter the premises without notice at any time during any event.

12. CHILDREN (Child Care Act 2006)

Hirers are to ensure that any activities for children under eight years of age comply with the provisions of the Child Care Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. Hirers should be made aware of the Pavilion Safeguarding Policy and may be required to provide Tintinhull Parish Council with a copy of their DBS Check and Child Protection Policy.

13. REGULATED ENTERTAINMENT

The Pavilion does not have a Premises Licence, PRS/PPL licence or a Television Licence.

Music may be played with the hirer's own equipment for private events for example, parties, weddings or band rehearsals. The Hirer must ensure that any electrical appliances brought in by them must be safe, in good working order and used in a safe manner.