

# Warborough Sports Pavilion – Terms and Conditions of Hire

## GENERAL CONDITIONS

- i. All applications for hire of the Warborough Sports Pavilion must be made to the Booking Clerk via the Parish Council website.
- ii. The person or organisation hiring the Pavilion shall be responsible for its proper and orderly use throughout the hire period.
- iii. Hirers are to be responsible for the safety of attendees at their function, should make themselves conversant with operating fire extinguishers and should take note of the fire exits should an emergency evacuation be required.
- iv. Hirers must be over 21 years of age. v. All licensing regulations and legal requirements governing the use of the Pavilion must be observed at all times.
- vi. Privately run licensed bars can only be organised if a Temporary Event Notice (TEN) has been authorised by the South Oxfordshire District Council Licensing Team.
- vii. Smoking is not allowed in any part of the building in accordance with the Smoke Free Regulations 2006 for community buildings.
- viii. No naked flames are allowed inside the Pavilion including candles & indoor fireworks, Chinese lanterns etc.
- ix. The flooring in the Pavilion, changing areas and WCs is spike proof, but the shower flooring is not – please do not wear spikes or studs in the shower area or the floor may be punctured.
- x. The kitchen area can be used for serving cold food, or heating up using the microwave, but food cannot be cooked there.
- xi. All functions are to conclude by 11.30pm with the Pavilion cleared by 12 midnight, with first booking no earlier than 8.00am.
- xii. The Pavilion is limited to 30 persons total per indoor function – there is no upward limit for outdoor use.
- xiii. Access to the Pavilion is via keys stored in a lockbox on the rear of the building (around the right-hand side)– the Booking Clerk will provide an access code for the lockbox and keys must be returned there after locking up. A second lockbox holds a key to the shed should use of the outdoor furniture be required – again the code will be provided by the Booking Clerk.
- xiv. The Pavilion and furniture used must be left in a clean and tidy condition and returned to their original locations; please use cleaning equipment made available, this includes any items used in the kitchen which should be washed, dried and returned to their original locations.
- xv. The Pavilion is equipped with Wi-Fi; the Booking Clerk will provide access details

xvi. There is plenty of fridge and freezer space provided for your refreshments. Feel free to use tea, coffee and sugar as well as squash which can all be found in the cupboard next to the fridge, but please leave any other items stored for future use by regular users.

xvii. The IR heaters can be turned on if required using the labelled switches in the electricity cupboard, mounted on the wall in the away changing room. Note these are arranged by heating area – please use the areas required and turn off after use.

xviii. All electricity (light and power) is to be switched off before leaving the building; failure to do so may result in an additional charge being raised against the hirer (lighting in all WCs and the third changing room is on activity-based timers and will turn off automatically).

xix. All recycling waste is to be put in the green recycling bin to the right hand side of the Pavilion – the larger left hand bin container is for recycling and fresh bin bags (size H) should then be fitted to the container – these are stored under the kitchen sink.

xx. All food waste is to be put in the green food caddy under the sink and then the compostable bag placed in the larger kerbside food bin to the right hand side of the Pavilion – a fresh compostable bag should then be fitted to the caddy – these are stored under the kitchen sink

xxi. All non-recycling waste is to be put in the black landfill bin to the right hand side of the Pavilion – the smaller right hand bin container is for non-recycling and fresh bin bags (size V) should then be fitted to the container – these are stored under the kitchen sink.

xxii. All windows and internal doors are to be closed and external doors locked when leaving the building

xxiii. Any damages to the Pavilion and/or its contents must be reported to the Booking Clerk immediately.

xxiv. The cost of replacing damaged items will be charged back to the hirer. The hirer accepts financial responsibility for replacing any lost or damaged items; in these cases an invoice will be raised by the Parish Council, payable within 28 days.

xxv. The Parish Council is not responsible for loss or damage to any property/possessions brought into the Pavilion by hirers/visitors.

xxvi. The Parish Council is indemnified by Public Liability Insurance, however hirers should take out their own insurance as applicable for their functions.

xxvii. The Parish Council and the Booking Clerk reserve the right to visit the Pavilion at all times.

Any hirer failing to observe these terms and conditions may be refused future use of the Pavilion and as detailed may be liable for costs over and above the hire charges.

## **HIRE CHARGES**

Hire charges are fixed by the Parish Council and may be revised to suit increases in running and maintenance costs from time to time.

There is no deposit taken against damages, but as detailed above, any costs incurred in replacing or repairing items at the Pavilion or the Pavilion itself are chargeable to the hirer, who accepts this as a condition of hire of the Pavilion.

The hire charges are inclusive of lighting, heating, and the use of the kitchen.

Hire Charges (per hour):

For Parishioners/Parish Organisations:

Regular bookings £8.00 (min 10 per year)

Occasional bookings £10.00 (up to 6.00pm) £12.50 (after 6.00pm)

For Non-Parishioners/Non-Parish Organisations:

All bookings £14.50 (up to 6.00pm) £17.00 (after 6.00pm)

Charges are set by the Parish Council, who reserve the right to vary them at their discretion

## **CANCELLATION POLICY**

Cancellations should be notified to the Booking Clerk as soon as possible. Any cancellation up to 7 calendar days of the event will receive a 100% refund. Cancellations within 7 calendar days will be charged at 50% of the hire charge, though the Booking Clerk has discretion in this matter. Refunded payments will be by cheque drawn up at the next Parish Council meeting (first Wednesday of each month bar August when no meeting is held).

Warborough Parish Council