

## **CONDITIONS OF HIRE OCCASIONAL LETTINGS**

### **High Street Pavilion and Cricket Ground/Downs Barn Pavilion**

#### **1. GENERAL**

1. Hire of the Pavilion and Cricket Ground/ Downs Barn Pavilion (herein called the FACILITY) are subject to the following rules and standard conditions, which form the Hiring Agreement.

2. The Hirer shall not transfer or sub-let the booking to a third party.

3. Under Fire Regulations the Pavilion has a maximum capacity of 60 persons which must not be exceeded under any circumstances.

4. The Hirer shall ensure that there is a responsible person in charge throughout the period of hire.

5. The Hirer must at the time of hire, discuss and seek approval from the Parish Manager when advertising or publicity material is to be displayed or decorations used.

#### **2. PAYMENT**

Bookings must be paid 14 days in advance.

#### **3. SHORT NOTICE HIRE**

Applications made within 14 days of letting When an application for hire is made within 14 days of the proposed letting the full hire charge must be paid immediately.

#### **4. CANCELLATION**

Any cancellation made with 14 days of the hire date will be subject to a £15 cancellation fee if the facility cannot subsequently be re-let.

#### **5. LITTER AND RUBBISH**

The Hirer is responsible for ensuring that all rubbish and litter is removed from the Facility after a letting. This includes caterers waste. A surcharge of one pound will be made for each standard refuse bag of waste left behind.

#### **6. PURPOSE**

1. The Hirer shall not use or permit the use of the Facility for any unlawful purpose,

nor do anything (or bring to the Facility anything) which may endanger the Facility, the users, or invalidate any insurance policies relating thereto.

2. The Facility shall not be used as the Hirer's Postal address.

3. The Hirer shall, if selling goods on the Facility, comply with the Fair Trading Laws and any local 'Code of Practice' issued in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and service are prominently displayed as shall be the Hirer's name and address.

4. No betting, gaming or lotteries shall take place on the Facility premises except that allowed by law and the Hirer shall obtain licence or certificate required prior to booking the Facility for any such use.

## **7. NUISANCES**

The Hirer is responsible for ensuring that inconvenience and nuisance is not caused to other users of the Facility or local residents.

## **8. STORAGE**

Belongings of the Hirer cannot be left on the Facility outside the period of hire, except with the prior permission of the Great Linford Parish Council and at the hirer's own risk.

## **9. BREAKAGES/DAMAGE/LOSSES**

The Hirer shall be responsible for:

- a) Adequate supervision of the Facility
- b) The fabric and content of the Pavilion as listed in the inventory
- c) The prevention of damage, other than fair wear and tear, to the playing surface
- d) Checking that the playing surfaces are in a playable condition before commencing use
- e) No studded boots to be worn in the Pavilion
- f) All cars must be parked in the car park not in the High Street

## **10. LOST PROPERTY**

The Great Linford Parish Council accepts no responsibility for personal property left on the Facility. Any lost property remaining after one month will be treated as abandoned and disposed of by the Great Linford Parish Council.

## **11. ANIMALS**

Except in the case of trained guide dogs, no animals shall be permitted in the Pavilion.

## **12. SAFETY**

1) Fire exits and exit signs must not be obstructed in any way. In particular tables and chairs must be arranged such that free access is possible at all times, and to all internal doors and fire exits.

2) The fire-fighting equipment must not be removed from the designated fire points and shall only be used for the purpose for which it is intended.

### **13. HIRE LIABILITY**

1) It shall be the responsibility of the Hirer to effect adequate public liability insurance to cover risks arising out of the use of the Facility by invitees and visitors.

2) The Hirer agrees to indemnify the Great Linford Parish Council against any loss, damage, claim or expense howsoever arising, caused or occasioned during the Hirer's use of the Facility.

### **14 RESERVATIONS**

1) The Great Linford Parish Council reserve the right to refuse any application for hire.

2) The Great Linford Parish Council accepts no responsibility for personal injury or loss or damage to personal property.

3) The Great Linford Parish Council reserves the right to visit or monitor any booking that it thinks fit, and to terminate that booking if there is any doubt that the Conditions of Hire are not being complied with.

4) The Great Linford Parish Council shall not be liable for any loss incurred by the Hirer through the non-availability of the Facility resulting from circumstances beyond its control.

5) The fee payable for the use of the Facility will be that applicable 14 days prior to the booked date.

6) We weather cancellations – in the event of a cricket match being called off due to wet weather the hire fee paid less any costs incurred in preparing and marking the wicket will be carried over as a credit against future hire charges payable by the hirer.

7) The Great Linford Parish Council reserve the right to change or amend the Conditions of Hire at any time without prior notice.

**The Booking Form (below) should only be completed after the above Conditions of Hire have been read.**

# Great Linford Parish Council

Booking form for Pavilion/Cricket Ground High Street, Great Linford/Downs  
Barn Pavilion, Downs Barn

Name: .....

Address .....

Organisation .....

Telephone No: .....

Email address: .....

Purpose of booking: .....

Facility required : .....

Date:.....Time:.....

Hire charges: ... Hours @ £11 per hour .....

As the above mentioned Hirer, I have read and agree to the full conditions of Hire of the facility, and to be the person in charge and present at the function. I agree to indemnify the Great Linford Parish Council against fines, claims or expenses resulting from any breach of the Conditions of Hire. I am over 18 years of age.

SIGNED.....DATE.....

Please return form and fee (payable to Great Linford Parish Council) to:

(Mrs) Eirwen Tagg

Parish Manager

Great Linford Parish Council

10 Tower Crescent , Neath Hill Local Centre, Neath Hill,

Milton Keynes, MK14 6JY

Tel: 01908 606613

Email: [parish.manager@great-linford.gov.uk](mailto:parish.manager@great-linford.gov.uk)

**Please check availability of premises with the Parish Council before booking.**