

**Padbury Parish Council**

**Padbury Pavilion - Booking form and conditions of hire**

At the time of booking the Pavilion the Hirer should inform the Parish Clerk of the exact activity or event for which the Pavilion is to be used, the dates and times it is required (including time to set up before the event and time after the event to restack furniture and return the Pavilion to a clean and tidy condition).

Payment of the hire charge and deposit is to be made by a bank transfer at the same time as the booking is made (bank details will be provided when booking agreed).

**Booking form:**

**Name of hirer:** .....

**Contact address:** .....

**Contact telephone number:** .....

**Email:** .....

**Type of event (eg private party):** .....

**Status of hirer (private individual, not for profit organisation, commercial organisation):**

.....

**Is hirer resident in Pabury?** .....Y/N (proof of address may be required)

**Date of hire:** ..... **Time of hire:** .....

**Cost of hire:** ..... **Payment received:** .....

**Deposit required:** ..... **Deposit received:** .....

Any individual, group or organisation that hires the Pavilion must comply with the Pavilion Conditions of Hire.

**Signed:** .....  
**(Hirer)**

**Print name:** .....

**Signed:** .....  
**(On behalf of the Parish Council)**

**Print name:** .....

**Date:** .....

## Pavilion Conditions of Hire

1. The Hirer shall mean the person(s) or organisation hiring the Pavilion.
2. It is the responsibility of the Hirer to familiarise themselves with the emergency exit and location of the fire extinguishers and first-aid box and to ensure that other users are properly informed.
3. The Hirer is advised to carry out a Risk Assessment and, unless a private individual, ensure public liability insurance is in place and this must be submitted in advance to the Parish Clerk.
4. The Hirer shall comply with any regulations or guidance relating to social distancing and related matters.
5. To comply with our legal obligations no more than 70 persons shall be permitted into the Pavilion at any one time.
6. The Hirer shall be responsible for ensuring:
  - a. the Pavilion's proper and orderly use in a manner that does not disturb the Pavilion neighbours;
  - b. the Pavilion (and playing fields if used) is left in a clean and tidy condition;
  - c. that all utensils are washed and put away;
  - d. that all toilet facilities are left clean;
  - e. that furniture is carried not dragged to avoid damage to the furniture or floor.
  - f. tables and chairs are returned to their storage positions;
  - g. that all doors are locked, windows closed; lights, heating and kitchen equipment (but not the fridge freezer) turned off before leaving the Pavilion;
  - h. the entrance gate is securely locked (for evening bookings only), and
  - i. returning the keys to the pre-allocated place/person.
7. The Hirer will be liable for any damage caused to the Pavilion or its contents including breakages and losses and the cost of rectifying any such damage, breakages or loss. A refundable deposit will be payable on booking the Pavilion.
8. The Hirer shall be responsible for the conduct of those using the premises during the hire period, both within the Pavilion, the immediate vicinity of the Pavilion and the playing field. The volume of any music should be of a tolerable level so that no nuisance is caused to residents nearby.
9. For all bookings where persons under 18 years of age are proposing to use the Pavilion, the Hirer will ensure a proper level of adult supervision, i.e. minimum 2 adults in attendance including the Hirer.
10. The Pavilion may only be used for dances, discos, parties and similar where tickets are sold privately and prior to the event.
11. If the event involves the sale of alcohol, performance of live music or theatre it is the responsibility of the Hirer to apply for a Temporary Event Notice. Advice as to if/when such a notice is required should be sought from Buckinghamshire Council at least 4 weeks before it is needed to allow time for the application to be processed. A copy of the notice or advice that a notice is not needed, must be provided to the Parish Clerk prior to the event and any notice displayed by the Hirer in the Pavilion during the event.
12. The Hirer shall comply with any licensing regulations including Performing Rights Society Ltd requirements, and other legal requirements governing such use and dancing, singing, music or other entertainment shall be permitted only after 6.30pm.
13. The Parish Clerk and/or the Parish Council reserve the right to refuse an application for hire and shall not be required to offer any reason or explanation for such refusal.
14. The Hirer agrees to pay all Hire Charges and a Deposit at the current rates and before the date of the hire.
15. The Deposit will be refunded within 28 days after the hire in full in the event that no nuisance is caused to residents nearby, no damage caused and breakages or losses are notified immediately to the Parish Clerk following the period of Hire. If the Pavilion is left in an unacceptable state an additional cleaning charge will be made of at least £25, which will be deducted, from the Deposit.
16. If the hire is one of a series or bookings made at the same time the Deposit will be refunded within 28 days after the last hire as set out above. The Parish Council reserves the right to require an additional deposit.

17. No inflatables/bouncy castles are permitted unless supplied and managed by a professional company (insurance and risk assessment must be provided to the parish clerk in advance).
18. The Parish Council accepts no responsibility for any equipment or property brought into or left at the Pavilion.
19. The Parish Council reserves the right for duly authorised members or officers of council to enter the Pavilion at any time.
20. If the Hirer cancels a booking, the Parish Council reserves the right to make the following cancellation charges:

Amount of notice given before the date of hire	Cancellation charge
Less than TWO WEEKS	100% of the hire charge
More than TWO WEEKS but less than ONE MONTH	50% of the hire charge
More than ONE MONTH	Full refund minus a £10 administration fee

21. The Parish Council may reduce the cancellation charge at its absolute discretion.
22. The Parish Council reserves the right to cancel a booking at any time in the event of unforeseen circumstances and may, at its own discretion, offer compensation which will be limited to a maximum of the hire fee for the event and will not be liable for any further and/or consequential losses.
23. The Hirer should note that the playing field and car park are open to the public.
24. The Hirer shall not use the Pavilion and playing field for any other purpose than that described in the booking form.
25. The Hirer shall not sub-hire or use the Pavilion and playing field, or allow them to be used, for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Pavilion and playing field anything which may endanger them or render invalid any insurance policies in respect thereof.
26. The Hirer shall ensure proper supervision of the carpark to avoid obstruction. Hirers should note that the car park should only be used during hire of the Pavilion.
27. Marquees, tents, structures, other equipment, fireworks, barbeques, or cooking are not permitted on the playing field except with the prior written permission of the Parish Council.
28. No cooking equipment shall be brought into the Pavilion without prior written permission of the Parish Council.
29. No laser beams, drones, artificial smoke, fireworks, any highly inflammable substances or similar are permitted inside the Pavilion or on the playing field.
30. No decorations of any description are to be affixed to the walls or woodwork except with the prior written permission of the Parish Council and such walls and woodwork are not to be marked in anyway.
31. The entrance doors shall always be kept clear.
32. No animals except Guide Dogs/Assistance Dogs are permitted in the Pavilion, except with the prior written permission of the Parish Council and no animals whatsoever are to enter the kitchen/toilet areas at any time.
33. Smoking is not permitted anywhere in the Pavilion or the outside paved area. Under the Health Act 2006, it is a criminal offence to smoke in any part of the Pavilion and it is a criminal offence for the Hirer to permit smoking.
34. Where a Hirer engages a third party the Hirer must ensure that the third party has adequate insurance and this must be submitted in advance to the Parish Clerk.

Contact details  
 Padbury Parish Council Clerk  
[parish.clerk@padburyparishcouncil.com](mailto:parish.clerk@padburyparishcouncil.com) - 07961 827302