

NEWENT COMMUNITY PAVILION

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following conditions then the Recreation Ground Trust Secretary should be consulted immediately.

1. All hirers must be 18 years or over and the hiring use must be related to recreational activities.
2. During the period of the hiring, the Hirer is responsible for: the supervision of the premises, the fabric and the contents; their care, and safety from damage however slight or change of any sort, and the behaviours of ALL persons using the premises whatever their capacity including proper supervision of car parking arrangements to avoid obstruction of the highway surrounding the Recreation Ground.
3. The Hirer shall not sub-let. The premises shall not be used for any unlawful purpose or in anyway do anything or bring onto the premises anything which may endanger the same or affect any insurance policies thereof.
4. The Hirer shall be responsible for obtaining licences that may be needed whether for the consumption of intoxicating liquor or otherwise, for instance a PRS licence for music and entertainment, and for the observance of the same and of all other regulations appertaining to the premises as stipulated by the Fire Risk Assessment, the Local Authority and the Recreation Ground Trust.
5. The Hirer shall indemnify the Recreation Ground Trust for the cost of any damage done to any part of the property, including the curtilage thereof, or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
6. The Hirer shall not affix notices anywhere within the building.
7. All booking of the premises and/or hire of furniture or equipment shall on the prescribed form, a photocopy of which will be returned to the Hirer with charges and any special conditions set out as confirmation by the booking by the Trust Secretary.
8. If the Hirer cancels the booking 7 days or less before the date of the event then the booking security deposit will be retained by the Recreation Ground Trust.
9. At the end of the hiring the Hirer shall be responsible for leaving the premises in a clean and tidy condition, the Community Pavilion are to be swept and the kitchen left clean, all property locked and secured unless directed otherwise

and all contents must be returned to the correct positions as indicated on the plan, otherwise the Recreation Ground Trust shall be at liberty to make an additional charge.

10. The Recreation Ground Trust reserve the right to cancel any hiring at any time in the event of the Newent Community Pavilion being unavailable for hire due to circumstances beyond its control, in which case the Hirer shall be entitled to a full refund of any deposit and monies already paid.
11. If through no fault of the Recreation Ground Trust, the Pavilion or any part thereof has been rendered unfit for the use for which it has been hired, the Recreation Ground Trust shall not be liable to the Hirer for any loss or damages whatsoever.
12. The charge for the hire of the premises and/or furniture or equipment or any deposit payable in advance must be paid by the due date or the booking will be cancelled by the Recreation Ground Trust.
13. The Recreation Ground Trust, or the Trust Secretary acting on its behalf, reserves the right to refuse any application for the hire of the Pavilion or to refuse admission to any individual and will provide a reports of his/her actions to the next Recreation Ground Trust meeting.
14. All litter shall be removed from the Newent Community Pavilion and not left anywhere on the premises.
15. All lights and electrical sockets shall be turned off, unless otherwise instructed.
16. Animals shall not be brought into the Newent Community Pavilion without approval, with the exception of Assistance dogs.
17. The Hirer is responsible for arranging their own public liability insurance when they are using the Newent Community Pavilion.
18. The Hirer shall report any issues with the Newent Community Pavilion to a member of the Newent Town Council office staff as soon as it is identified.

KITCHEN

1. The kitchen is available for the preparation and cooking of food. Any food preparation/cooking/serving in the kitchen is at the Hirer's own risk.
2. The kitchen, including all work-tops, the cooker, sinks, utensils and other equipment must be properly cleaned after use.

3. It is the responsibility of the Hirer to provide their own washing-up liquid, and washing and drying-up cloths. Any damage caused by any chemicals will be the hirer's responsibility and cost.
4. It is the responsibility of the Hirer to ensure that good personal hygiene is undertaken by all food handlers and the food preparation area is in a hygienic condition prior to use.
5. The refrigerator is to be left empty and the fridge instructions followed prior to departure (instructions on the fridge door).

Signed as having read and understood the Conditions of Hire:

Name: _____ Signature: _____

Date:

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