

## **AGREEMENT FOR HIRE OF ROOM(S) AT NORTH BADDESLEY PAVILION**

### **BOOKINGS AND PAYMENT**

1. Bookings can **ONLY BE MADE BY THE GROUP / INDIVIDUALS INTENDING TO USE THE PREMISES** and by persons **OVER 18**
2. The group agrees to **PAY IN FULL 14 DAYS BEFORE EVENT** for all room bookings made
3. The group agrees to **PAY A £100** refundable **DEPOSIT** to cover any damage to the premises or equipment
4. The group agrees to leave the facilities **CLEAN AND TIDY** (failure to do so may incur cleaning **CHARGES TAKEN** from the **DEPOSIT**)
5. In the case of **COMMERCIAL HIRERS** the group **MUST PROVIDE PUBLIC LIABILITY INSURANCE**
6. Refunds of 50% will be made on cancellations made 8-14 days before event
7. No refunds will be made for cancellations less than 8 days before event
8. **KEYS** must be **RETURNED** to Cllr David Knight at 7 Baddesley Close **WITHIN 24 HOURS**

### **SAFETY AND SECURITY**

1. The group agrees not to sub-let the premises
2. The group agrees not to let any persons into the premises that the group are not responsible for.
3. The group agrees to ensure the safety and security of its members whilst using the premises.
4. The group agrees to ensure that all of its members are advised on the fire evacuation procedure (a copy is given with this agreement)
5. The group agrees to provide supervision by an appropriate number of responsible adults at all times if the event includes young people under the age of 18 and under no circumstances may alcohol be supplied to those under the legal drinking age. The hirer will take full responsibility for the whole group at the event.

### **USE OF SPECIFIC ROOMS**

**The group agrees that the maximum capacity of the Building or specific room is not exceeded**

1. The Pavilion building has a maximum capacity of 160 people
2. The large room has a maximum capacity of 100 people
3. The small room has a maximum capacity of 60 people
4. The changing rooms have a maximum capacity of 30 people

### **GENERAL**

1. The group must not put up notices or signs outside the building without written permission from the parish council
2. The group must not cause disruption to other hirers or members of the public in the recreation ground
3. No animals (except for guide dogs) are allowed in the Pavilion without written permission from the parish council.
4. The group agrees not to use the pavilion for any activity which is illegal

5. The Parish council is not responsible for any loss, damage, theft or injury arising from the groups use of the Pavilion.
6. The group agrees that the parish council can withdraw permission for the groups continued use of the facility at any time
7. The group agrees to inform the parish council of any changes in the groups contact person (person signing this agreement)

NAME-----

ADDRESS-----

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Email

Phone

Date

Signature -----