

# Ovingham Parish Council Playing Field & Pavilion

## Conditions of Hire

These Conditions form part of the Agreement between Ovingham Parish Council and the Hirer.

**No one under the age of 25 is allowed to hire the Pavilion.**

**Maximum number of persons in the building: 30**

The Hirer is responsible for:

1. The safety and wellbeing of children under 18 and vulnerable adults: it is your responsibility to see that children are supervised at all times, and to confirm that you have safeguarding arrangements in place.

2. Ensuring that all of your group are aware of the location of fire exits. If necessary to evacuate the building - please ring the Fire Brigade (the post code is NE42 6AZ ) and assemble on the east end of the Playing Field car Park to check that everyone is accounted for. Then ring either the Chairman on 01661 832431 or the Bookings Secretary on 01661 835771 to inform them.

~~***3. FOOD SAFETY. If you/your group are providing food please be aware of your responsibility for personal hygiene and safe handling. Vulnerable persons are those at a higher risk of food poisoning. These are people over 65 years of age, pregnant women, children under 5 and those with certain long term medical conditions.***~~

~~***Please read <https://www.food.gov.uk/business-industry/caterers/>***~~

~~food hygiene/charity community groups for further information.~~

~~4. Ensuring that NO SMOKING is allowed inside the building.~~

~~5. Ensuring that no ball games are played.~~

~~6. Ensuring that all electrical equipment brought into the Pavilion is safe.~~

7. Keeping the premises and contents free from damage and monitoring the behaviour of those using the pavilion.

8. Paying the cost of repairs for any damage done to the building or its contents during your hire period. 9. Using Blu-tac rather than sticky tape or drawing pins for displays.

10. Ensuring that cars do not obstruct the entrance to the Playing Fields and that noise does not disturb nearby residents.

11. Ensuring that if hired for music, dancing, stage plays or public entertainment, that conditions and regulations made by the Fire Authority, Local Authority, and Local Magistrates Court are complied with (discuss this with the Booking Secretary if appropriate).

12. Knowing that if you intend to sell alcohol, apply for and obtain an Temporary Event Notice from Northumberland County Council (Tel. 01434 652469) the cost of which is £21.00 (discuss with booking secretary). You may serve alcohol free at your event.

~~13. Checking that any form of entertainment is covered by appropriate insurance.~~

~~14. Leaving the building in a clean and tidy condition, and all~~

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~~contents replaced in their original positions.~~

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~~15. Provide your own tea towels.~~

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~~Notes:~~

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- ~~• The hire fee must be paid before the date of your event in order to confirm it.~~
- ~~• The Parish Council reserves the right to cancel your booking and to make a full refund in the event of the Pavilion being unavailable for reasons outside the control of the Parish Council.~~
- ~~• The Parish Council shall not be liable to the hirer for any loss or damage resulting from any part of the premises being rendered unfit for the use for which it has been hired.~~
- ~~• The Parish Council accept no responsibility for any loss of, or damage to, the hirer's property whilst in the Pavilion.~~

~~If the Hirer is in any doubt about the meaning of the above conditions, the Hirer should contact the Booking Secretary or any other member of the Parish Council.~~

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~~Departure Check List~~

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Before leaving the building:

1. If possible, please take your rubbish home. Otherwise, place rubbish in the appropriate outside bins, which are labelled. The bins are on the south side of the Pavilion, accessed via the outside path.
2. Please do not leave any food in the Pavilion – this could attract rodents.
3. If necessary, please

wash table tops and sweep the floor. Stack tables and chairs. Leave chairs/tables as you find them.

**4.** Ensure that all the electric heaters are switched off.

**5.** Please check that all taps are turned off in kitchen and wash rooms.

**6.** Please check that all lights are switched off – including the changing rooms and toilets.

**7. Check that fire doors are securely closed. Double check all exit doors before leaving. Lock shutters over front door.**