**Terrington St Clement Parish Council**

**The Pavilion, Community and Sports Centre, Churchgate Way,**

**Terrington St Clement.**

**Bookings Form for the hire of The Pavilion and Memorial Field.**

**Pavilion Caretaker/Bookings;**  Emily Greenwood: Mobile: 07809610312 **Clerk**; Karen Treacher: Parish Council Office,

The Pavilion, Churchgate Way, Terrington St Clement, King’s Lynn, Norfolk PE34 4PG Tel: 01553 827499

|  |  |
| --- | --- |
| Name of Hirer/Organiser | Name of Person in charge at the event, if different from Hirer |
| AddressPost CodeTelephone NumberEmail | AddressPost CodeTelephone NumberEmail |

**Details of Function**

|  |  |
| --- | --- |
| Nature of Function |  |
| Date of Function |  |
| Starting Time |  |
| Finishing Time |  |
| Approximately number attending (if known) |  |
| Will music be played | Yes | No |
| If yes will it be  | Live | Recorded |
| Alcohol – Do you intend to sell alcohol **(additional conditions apply)** | Yes | No |

**Accommodation and other Function Facilities Required**

|  |  |
| --- | --- |
| Facilities | Mark as required |
| Main Community Room |  |
| Kitchen |  |
| Changing Rooms |  |
| Tables |  |
| Chairs |  |
| Crockery |  |
| Use of Memorial Field (Football Parties, Sports Events etc) ADDITIONAL PARK HIRE FORM REQUIRED |  |

**Conditions of Hire.**

**I confirm that I have read and accepted the Conditions of Hire. I am over 18 years of age.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |

**Payment is by cheque only or bank transfer only. We do not take cash payments.**

\*I enclose £ \_\_\_\_ cheque payable to Terrington St Clement Parish Council. Please return your cheque to the Caretaker/Clerk.

\*I confirm that I have transferred £\_\_\_\_\_\_\_\_ to the Council Bank Account on \_\_\_\_/\_\_\_\_/\_\_\_\_ Ref:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conditions of Hire - To be read in conjunction with our bookings form.**

**Charges -** The current charge is **£12.00 per hour** and it is reviewed annually.

**Set up** – Access to the building is allowed **30 minutes prior** to hire period for set up and **30 minutes** after hire period for clear down.

**Payment type:**  All payments by cheque to be made payable to “Terrington St Clement Parish Council”. – Bank Transfers Ref “ Pavilion Hire “ An invoice/receipt will be issued for any bookings upon confirmation of payment

**Payment terms**: **In advance in full or 50% at time of booking** with balance **two weeks** before event with the returnable deposit.

**Deposit**: **£24.00** returnable deposit. Refundable after the event, if conditions have been met.

**Maximum person: 90** people in the community room. **FIREWORKS, BBQ’S , BOUNCY CASTLES ARE NOT ALLOWED UNDER THE TERMS OF HIRE FOR THE COMMUNITY ROOM**

**7 DAYS PRIOR TO THE EVENT HIRERS MUST SUBMIT THE FOLLOWING:**

* **Attendance Record Sheet – All names and contact details of those attending must be recorded on the attached Attendance Sheet.**
* **Any other licences required for the event as applicable.**
* **Public Liability Insurance of all third- party entertainment to include inflatables hire, football parties etc and a separate Park Hire to be completed.**
* **Confirmation that Children’s entertainers are DBS checked.**

 **If relevant documentation is not received the event will be cancelled**

**The person or organisation named on the Booking Form**

**Is responsible for**

1. The Pavilion and its fixtures and fittings, whilst being hired
2. Safety and good conduct of everyone in the building, and ensuring that the maximum number of people allowed **does not exceed 90 persons in the community room.**
3. Observing the fire regulations, for example, hirer to ensure specified means of escape are monitored and kept free of obstruction
4. **Fire Doors to remain closed at all times unless Dorgard Operated System in place.**
5. In the event of the fire alarm being activate during the hire,
* evacuate the building, contact the Emergency Services if a real fire has ignited and contact the Pavilion caretaker or Clerk immediately.
* 2 x 2kg Co2 and 2 x 6ltr Foam fire extinguishers are located by **the main door** and **by the cleaning cupboard door** in the corridor
* Assemble at the meeting point adjacent to the kicking wall.
1. Leaving the Pavilion in good condition as you found it , switching off all lights and the heating/air condition, ensuring all doors are locked and windows are closed/locked as appropriate. Shutting the shutters and taking away any rubbish.
2. Cost of damage, however caused.
3. Ensuring noise is kept to a reasonable level – please respect neighbouring properties and that the function finishes **no later than 10pm to abide by Planning Conditions for the Building.**
4. In the case of parties for young persons, ensuring adult supervision of at **least one to 10 ratio (minimum number of adults 3).**
5. Notify any damage upon arrival or after hire if caused during the hire period.
6. If alcohol is to be sold at the event, additional conditions will be required to be signed.

**Must get consent for**

1. Extensions to existing electrical fittings. All electrical appliances brought on site **should not be used unless PAT tested and are fit for purpose**
2. Any equipment used **should not** overload the electricity supply
3. Decorations or advertising materials in the hall, any decorations etc., should be placed on the wall boards and not on the walls. Blu tac etc not to be used on the walls.
4. Animals (except assistance dogs)
5. Entering the hall before or after the time booked
6. Attaching anything to the building internally or externally
7. **Is not permitted to Sublet or use any other part of the pavilion or Memorial Field unless booked.**

**Terrington St Clement Parish Council Reserve the right to:**

1. Refuse or cancel bookings
2. Increase charges for hire
3. Recover cost of damage from deposits or otherwise
4. Enter the hall at any time
5. Charge a **£40.00** cleaning charge if any part of the building is left in an unclean/untidy manner.

**Is not liable for:**

1. Theft of damage of personal property
2. Failure of mains services affecting the hiring
3. Expenses incurred by attendance at the Pavilion by Fire, Police or Ambulance
4. Public liability cover for commercial hirers.