

**OCCASIONAL USER BOOKING FORM and CHARGES FOR 2024/5
EAST HOATHLY PAVILION**

1. Hirer: (a) Organisation

(b) Authorised Representative

Address

.....

Email

Telephone No

2. Purpose of Hiring

(Regret, not available for hire for 18th/21st birthday celebrations)

3. Period of Hiring Date(s)

Hour(s) From..... To.....

Please note booking times must include a period for setting up and putting away any equipment used and cleaning after hire.

4. Anticipated number of attendees.....

5. Hiring Fee: £..... [£10 per hour (£12 per hour if from outside parish) with an additional £2 per hour for a Saturday evening booking].

6. Please note that agreement to this booking includes use of pavilion and facilities (including the kitchen – which only has limited and dated equipment). Exclusive use of the car park is not guaranteed.

7. Please enquire if you wish to include use of the sports field and/or bouncy castles/inflatables as appropriate insurance will need to be provided to the clerk.

I/We the undersigned, hereby agree to the standard Terms and Conditions of Hire (overleaf) and undertake to provide details of any licences/insurances that may be required.

Name/Organisation:..... Date:.....

Signed:..... Print Name:.....

Please return the booking form together with confirmation of payment* as soon as possible to: Malcolm Ramsden, Chiltern, Stone Cross Road, WADHURST TN5 6LR - (07948 496760). Email: caretaker@easthoathlywithhalland.org.uk

**Bank Sorting Code: 30.95.01 Account No. 03345938*

How the information you provide will be used

General Data Protection Regulations – Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

You should retain a copy of this booking form and conditions of hire (overleaf) for your records.

EAST HOATHLY SPORTS FIELD PAVILION: STANDARD CONDITIONS OF HIRE

(If the Hirer is in any doubt as to the meaning of any of the following, the Parish Clerk should be immediately consulted).

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission and the appropriate licence.
3. THE HIRER shall be responsible for obtaining such licences (including insurance if appropriate) as may be needed and must produce evidence of such before confirmation of hire will be considered. Please enquire of the clerk to determine when provision of insurance will be required.
4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates' Court and/or otherwise.
5. THE HIRER shall indemnify the Council for the cost of repair of any damage done to any part of the property including the curtilage thereof of the contents of the buildings which may occur during the period of the hiring as a result of hiring.
6. IF THE HIRER wishes to cancel the booking before the date of the event and the Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Council.
7. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises in as clean and tidy condition as found, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Council shall be at liberty to make an additional charge at a rate of £20 per hour.
8. IN THE EVENT of the Pavilion or any part thereof being rendered unfit for the use for which it has been hired the Council shall not be liable to the hirer for any resulting loss or damage whatsoever.
9. SMOKING/VAPING. In the interests of health and safety, the Parish Council operates a NO SMOKING/VAPING policy within the Pavilion to which the hirer shall comply.
10. PROVISIONAL BOOKINGS. The Council will accept provisional bookings subject to receipt of the completed Agreement within 24 hours of the request.

Parish Clerk: Chiltern, Stone Cross Road, Wadhurst TN5 6LR

07948 496760

clerk@easthoathlywithhalland.org.uk