

HOUGHTON AND WYTON SPORTS PAVILION BOOKING CONDITIONS

1. Houghton and Wyton Sports Pavilion is owned and managed by Houghton and Wyton Parish Council. All bookings for use must be made through the Parish Clerk. Availability cannot be assumed if you have not received confirmation from the Parish Clerk.
2. Hire Rate: £10 per hour. Plus £2.50 per hour if heating or cooker is required. Cheques payable to Houghton & Wyton Parish Council. Bank Transfers to Houghton & Wyton Parish Council, Santander Bank, Sort Code: 09-01-53, Account Number: 51684484. If payment is made by cheque this will be banked immediately, to allow time for the cheque to clear. Cash payments or bank transfers will be assumed to have been paid immediately.
3. Fire regulations limit the number of persons to 80.
4. For bookings of a one-off nature, the hirer must ensure that payment is received 7 days in advance of the booking. A deposit of £50.00 is required before the booking. This will be returned to the hirer if there are no damages to the Pavilion, furniture or fittings (internal or external).
5. For sequential bookings the Parish Clerk will invoice the hirer as soon as possible after the event for the correct number of hours used.
6. A charge may be made for setting up time if the hirer wishes to extend the time by more than 30 minutes.
7. The hirer must inform the Parish Clerk of the time they are to commence and when the event will finish and complete all other questions on the Booking Form. Please inform the Parish Clerk if there are any special requirements.
8. The hirer must respect that Laughton's Lane is a private gravel road and can only be used for loading/unloading and vehicles should then be parked elsewhere. There is adequate parking at the playing field car park.
9. The hirer must ensure that vehicles are **not** parked or driven on the playing field. If access is required, please contact the Parish Clerk.
10. The Parish Clerk should be informed of all accidents involving injury; failure of equipment; damage to the premises its fixtures and fittings and loss of contents.
11. The hirer shall indemnify the Parish Council, its employees and agents against
 - a) the cost of repair of any damage done to the premises and contents;
 - b) all claims in respect of damage or loss of property or injury to persons arising as a result of the hiring.The hirer shall ensure that they have adequate insurance, including third party liability for business hire, and shall produce the policy or evidence of cover to the Parish clerk on demand. (This may be covered by household insurance)
12. Liquor Licence: The hirer is responsible for obtaining a liquor licence if they require one, for example if tickets are to be sold for the event. Where a private party is to be held and alcohol is to be provided free of charge, and no money has been exchanged then a licence is not required.
13. Public Entertainment Licence: The Parish Council does not hold such a licence. If tickets are to be sold or money is exchanged for an event to be held

at the Pavilion, the hirer will be responsible for obtaining a Public Entertainment Licence. Therefore a Public Entertainment Licence would not normally be required for a Private Party.

14. The hirer must familiarise themselves with the evacuation procedure, the location and use of all fire equipment, escape routes and the need to keep them clear, method of operation of escape door fastenings and appreciation of the importance of fire doors and the closing of fire doors at the time of fire. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The hirer must ensure all fire exits are unlocked, any fire doors are not wedged open and there are no obvious fire hazards on the premises.

A fire inspection is not necessary unless a public entertainment licence is held. An inspection can be requested (Fire prevention office – fire service Huntingdon).

The Pavilion does not require Smoke Detectors.

15. The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked, including windows, and secured unless directed otherwise and any content temporarily removed from their usual positions properly replaced, otherwise the hall shall be at liberty to make an additional charge. All lights must be turned off and all rubbish removed. All breakages must be reported to the Parish Clerk. Any keys must be returned to the Parish Clerk at the end of the hiring. Please be aware that the front door will lock if closed and can only be opened from the outside with a key.

16. The Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises and all liability for loss or damage is hereby excluded.

Equipment may only be stored with the written agreement of the Parish Clerk. Stored equipment must be removed by the hirer within 60 days of the hiring or last booked event. Failure to do so will result in the equipment being treated as abandoned and becoming the property of the Parish Council to dispose of as it sees fit.

17. Any bookings cancelled within seven days prior to the event may, at the Parish Clerk's discretion, be subject to an administration charge. This will be taken from any refund due or the deposit paid.
18. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other rights of occupation of the hirer.

July 2021

**Emergency Contact numbers: Clerk: 01480 467209/07717739990,
Contact Clerk: clerk@houghtonwytonpc.co.uk. St Mary's Centre, Chapel Lane, Houghton, Huntingdon PE28 2AY**