

SPORTS PAVILION BOOKING CONDITIONS

1. A cheque for **£50.00**, made payable to Houghton and Wyton Parish Council, is required as a deposit before the booking. The Parish Council will retain the cheque and if there are no damages to the Pavilion, furniture or fittings (internal or external) the cheque will be returned to the hirer as soon as the invoice for hiring the Pavilion has been paid.
2. The Parish Clerk will invoice the hirer as soon as possible after the event for the correct number of hours used, at a rate of **£10.00 per hour and a cleaning fee of £10.00 if necessary**. A charge may be made for setting up time if the hirer wishes to extend the time by more than 30 minutes.
3. The hirer must respect that Laughton's Lane is a private gravel road and should not be used by the hirer or his/her visitors for dropping off and picking up. There is adequate parking at the playing field car park.
4. The hirer must ensure that vehicles are not parked or driven on the playing field
5. **Heating at the Pavilion** this is via a meter which takes £1.00 coins. This meter is situated by the front door of the Pavilion. The switches to operate the heaters are in the kitchen area of the Pavilion
6. **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.
7. **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 required for a Private Party.
8. A fire inspection is not necessary unless a public entertainment licence is held. An inspection can be requested (Fire prevention office – fire service Huntingdon). This is free of charge and they will make recommendations.
9. **Special Requirements** The hirer must inform the Parish Clerk of the time they are to commence and when the event will finish; whether they will have music, live or otherwise – and if there are any special requirements.
10. **Fire regulations** limit the number of persons to 80. The Pavilion does not require Smoke Detectors
11. **Third Party Liability** If the hire is for business purposes the Hirer **must** obtain Third Party Liability cover for the event. For non business hires the Hirer should ensure that their household insurance will cover the event.