

PEASEMORE PAVILION – HIRING CONDITIONS

Hiring Conditions

- The Pavilion is owned and managed by the Parish Council and is available for hire on a **first come first served** basis. However, the Parish Council reserves the right to refuse requests to hire the pavilion based on previous poor conduct.
- The pavilion is available for hire between 1st April and 30th September. Exceptions may be considered at the discretion of the Parish Council.
- Booking the pavilion gives you full use of the pavilion, outdoor play equipment and sports field. This excludes the fenced-off cricket square - use of the cricket square is strictly by prior agreement with the Peasemore Village Cricket Club and is chargeable separately. Please note that cricket equipment stored in the changing rooms is also NOT for use as this belongs to Peasemore Village Cricket Club, not the Parish Council.
- The maximum number of people allowed in the pavilion at any one time is 20.
- Hirers must be 18 or over and are responsible for the conduct of guests at their event.
- The minimum hire time is one hour; charges are per whole hour. A deposit may be requested at the time of booking (see charges)
- As the hirer you must obtain a Temporary Entertainments (TENS) licence if there will be alcohol sold or entertainments taking place at the event. The pavilion does not have a premises licence and the hirer will be liable if these are not obtained when necessary.
- Fire safety precautions are displayed in the pavilion, and you are responsible for the fire safety of all those attending your event.
- Start and end times for events are to be agreed when booking and must be kept to. The Parish Council reserves the right to charge for additional time used.
- The Parish Council accepts no responsibility for loss or damage to any equipment, personal belongings or goods brought in or left by hirers.
- You may be asked to stop your event in case of inappropriate behaviour, excess noise or nuisance to neighbours, or if damage is being caused. If amplified sound is used, it must be kept to a reasonable level to avoid nuisance to neighbours and **must cease no later than midnight**
- Please make sure the pavilion is left clean and tidy as you found it, and that all rubbish is taken away with you (the pavilion does not have a regular rubbish collection service). Damage and / or cleaning if required will be charged for.
- Parking is only permitted on the grass at the edge of the sports field. In wet weather cars can cause serious damage to the grass surface very quickly. In such circumstances vehicular access to the sports field may not be permitted in which case you must make sure you have suitable arrangements for alternative parking which do not cause inconvenience to nearby residents.
- Camping out on the sports field or overnight stays in the pavilion are not allowed

Charges for Use

Costs are kept as low as possible but are to cover immediate costs like hot water as well as general running costs and maintenance.

The Parish Council reviews and agrees charges for the hire of the pavilion on an annual basis.

Rates & Deposits

For short bookings* such as children's parties an hourly rate is charged as detailed below:

- £8.50 per hour for private bookings made by Peasemore Parish residents
- £10 per hour for private bookings made by non-Peasemore Parish residents
- £15 per hour for commercial bookings
- An additional one hour is added and charged at the prevailing rate to cover set-up before and cleaning-up after your event (even if it takes longer!)

For longer events charges are as detailed below (set-up and cleaning time included):

- Daytime booking (10:00 – 18:00) – charge £60
- Evening booking (18:00 – midnight) – charge £60 **
- All day booking (10:00 – midnight) – charge £100 **

*A deposit of £50 may be requested for short bookings from first time hirers. This may be paid by cheque which will only be cashed if required

**A deposit of £500 is required for all day and evening bookings. This may be paid by cheque which will only be cashed if required

Last Revised
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