



SHERINGTON PARISH COUNCIL

Sherington Village Pavilion and Sports Field - Conditions of Hire

Overview

These conditions apply to all hiring of the Pavilion, Car Park and sport/pitch fields whether in full or in part. If the Hirer is in any doubt as to the meaning of the following, the booking clerk or parish council should immediately be consulted.

The Hirer is responsible for adhering to the Operating Instructions, Instructions for Operating Equipment and Emergency Procedures (collectively referred to as the "Instructions"). It is the Hirer's responsibility to ensure that copies of the Instructions are obtained and understood. If the Hirer is in any doubt about any of the Instructions, the booking clerk should be consulted.

By going ahead with the hiring of the Pavilion, the Hirer is agreeing to these Conditions of Hire and complying with the Instructions outlined within.

The Pavilion and Sport Field facilities are available for hire 7 days a week between the hours of 8am to 11pm.

The hiring does not entitle the hirer to use or enter the pavilion or sport fields at any time other than the specific hours for which they were hired, unless prior arrangements have been made. If the premises are not vacated by the hour mentioned in the booking application, the hirer shall pay in addition to the ordinary charge for the hire, the prescribed sum for each hour or part of an hour beyond that time, but this condition shall not be deemed to authorise any use of the premises or any part thereof beyond the hour so mentioned.

The Parish Council reserves the right to refuse or summarily to cancel without compensation to the hirer any engagements it considers detrimental to the Pavilion or which is considered objectionable or which would prevent the use of the Pavilion or some other purpose which the Parish Council considers sufficiently important or urgent.

Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the Pavilion or area specified under hire which includes 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 facility whatever their capacity.

As directed by the booking clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the pavilion or to the fixtures, fittings or contents and for loss of contents.

Car Park and Parking

The hirer is responsible for ensuring that vehicles are parked in an orderly way so as to avoid obstruction of the public highway leading to the pavilion (Perry Lane) or its occupant and within the carpark itself as to not provide obstruction to other hirers and that any parking requirements displayed are followed.

The garage area leading to the pavilion is not under ownership of the parish council and as such parking in this area is strictly prohibited. Alcohol must not be consumed in the car park.



SHERINGTON PARISH COUNCIL

Hireable areas and rates

The Pavilion holds a number of facilities which are independently hireable from one another.

- A) Conference room and kitchen – hire of this area includes sole use of the conference room, adjoining porch and patio as well as the Pavilion Kitchen area, tables and chairs. Toilet and lobby use is shared as is car parking facilities.
- B) Sports field and changing areas – include sole use of marked sports pitches and field area immediately surrounding and all changing room facilities. Toilet and lobby use is shared as is the car parking facilities.
- C) Pavilion and Sports Field in its entirety. Sole use of all areas of the pavilion and marked sports pitches detailed in A&B above.

In order to avoid conflict hirers are strongly urged to consider the areas to which they hire include all facilities to which they wish to use. Please note that the play park areas and BMX track located at the edge of the field are public facilities and cannot be hired. Where hire for a specific area has been made and another area is not in current use for the entirety of the hire period the parish council has no objection to the other areas being utilised as well, however the hirer should not expect any form of exclusive use unless the hire agreement has been made for part C above.

Rates for each area of hire are current on the parish council website. Where lower rates for 'local' use are indicated, local can be defined by the hirers invoice address being a private residence within the Sherrington parish, a club or society with demonstrable links to Sherington or a localised sect or brigade of a national movement (e.g.. Scouting movement)

Conditions of use of Pavilion Facilities and sports fields

- 1) The Hirer shall not use the Pavilion for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Pavilion or allow the Pavilion to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the pavilion anything which may endanger the same or render invalid any insurance policies in respect thereof. All equipment hired can only be used within the facility and must not be removed.
- 2) Hirers must leave the premises clean and tidy, and all equipment and furniture cleaned and stored away back in the areas from which they were taken. All crockery etc. must be washed up and returned neatly to its original area of storage. Rubbish and recycling must be cleanly bagged up and put into the appropriate external bins unless otherwise directed by the bookings clerk/caretaker.
- 3) Nothing shall be hung or lodged against or suspended from the internal walls and nothing shall be nailed, pinned or stapled to the walls or floors and no external decoration, flags, emblems or notices will be permitted without the sanction of the booking clerk. Care should be taken when using decorations with a transferable dye or sticky fixings Any damage caused to the hall walls, floors and furnishings or decorative surfaces there of will be chargeable.
- 4) The hirer shall have the use of the premises during the hours agreed and shall vacate the premises promptly at (or before) the end of the hiring period stated on the booking.



SHERINGTON PARISH COUNCIL

- 5) Fire exits **must not be obstructed at any time**, or for any reason. There is a strict **'NO SMOKING'** policy throughout the Pavilion.
- 6) The use of bouncy castles is not permitted within the building. The Parish Council can take no responsibility whatsoever for any incident arising from the use of bouncy castles in external areas. The hirer must ensure that appropriate and sufficient public liability insurance is provided prior to the event.
- 7) The use of BBQs is strictly forbidden without prior notification. Should the use of BBQs be agreed hirers must ensure they are suitably sited away from the building and amenities and fully extinguished and cooled prior to their departure.
- 8) Hirers must not cause annoyance, harassment, obstruction or nuisance to adjoining occupiers or hirers of other areas of the pavilion or sports fields.
- 9) The premises must be made secure at the conclusion of the period of occupation and all lights and electrical appliances switched off.
- 10) The hirer will indemnify the Sherington Parish Council against loss, damage, claims or expenses arising caused or occasioned during the hirer's use of the premises.
- 11) The hirer is responsible to ensure that a person with a knowledge of basic first aid skills is available on the premises when open to members of the public
- 12) Users of the sports fields must also notify the Parish council of any damage whether accidental or deliberate that may affect the pitches suitability for use there-after. This includes but is not limited to, damage of nets, or goal posts, wearing a way of marked lines, waterlogging or damaged turf.
- 13) Sports field users should pay extra attention to the avoidance of treading mud through the internal facility, shoes/boots should be wiped/scraped clear of mud before entering internal areas.
- 14) Activities detrimental to the condition of the sports field are not permitted. e.g., digging, bonfires or similar. Any equipment should be fully removed from the sports field after use. Particular focus should be paid to remove any article that may cause harm to other users (e.g., tent pegs or similar)
- 15) The hirer shall not transfer any booking to any other person or organisation, or offer for sale to the public admission tickets for a function that includes music and dancing.
- 16) No alterations or additions shall be made to the premises, including electric power



SHERINGTON PARISH COUNCIL

supplies or lighting fittings, without the written consent of the Parish Council, and any such work shall be completed to the Parish Council's satisfaction and at the Hirer's cost.

- 17) Due to the risk of fire, the use of naked flame is not permitted: this includes but is not limited to candles, joss sticks or indoor fireworks.
- 18) Outdoor fireworks are strictly prohibited without prior permission from the Parish Council. Permission may only be given for private events at specific times of year and curtailed within strict conditions.
- 19) Any belongings or equipment left on the premises without prior consent of the Parish Council will be treated as abandoned, and may be disposed of.
- 20) Notice boards are for the use of the Parish council and no other material is to be left upon them without express permission. Any unauthorised material will be removed and disposed of.
- 21) Hirers must not allow more than 108 persons on the premises at any time less if not hiring the facilities in their entirety. Maximum number when tables and chairs are used is 60. The parish council provides 80 chairs and 20 tables which are stored on site.
- 22) No animals shall be allowed on the premises, other than personal assistance dogs. Unless permission from the parish council has been agreed beforehand
- 23) Hirers are advised that the Pavilion is not registered with the Milton Keynes Council under the Food Hygiene Regulations and Food Safety Act, Any infringement of the said regulations in the preparation of food is entirely the responsibility of the hirer.
- 24) No alcohol shall be sold or supplied on the premises without prior notification to the Parish Council and hirers shall ensure compliance with all relevant legislation orders and regulations, in particular those relating to the sale/supply of alcohol and the provision of regulated entertainment. Milton Keynes Council Licensing team can provide detailed advice. Contact Milton Keynes Council on 01908 252800.

NO Alcohol can be consumed by any person under the age of 18 years; failure to adhere to the minimum drinking age, is an offence & will result in not being allowed to hire the pavilion again.
- 25) All statutes, statutory regulations and byelaws in relation to the Betting and Gaming, Music and Dancing, Theatres, Cinematography Exhibitions Act must be observed and the Committee shall be indemnified against any infringement of the said regulations and byelaws. Where any licence is required by the hirer for any purpose, the hirer shall make all arrangements and pay all the costs in connection therewith.



SHERINGTON PARISH COUNCIL

- 26) It shall be the responsibility of the **hirer** to effect adequate “**public liability insurance**” to cover risk arising out of the use of the premises by the persons or organisations named on the hire agreement.
- 27) It is also the Hirer’s responsibility to supervise children in the all areas of the premises.
- 28) Sherington Parish Council will not be liable for any loss due to any breakdown of machinery, failure of electricity supply or gas, leakage of water, damage by fire, government restrictions or any other unforeseen event which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
- 29) The right of entry to the hired premises is reserved to any member or representative of the Parish Council or to any police officer on duty at any time during the hiring
- 30) The Parish Council reserves the right to terminate any hiring at their absolute discretion as a consequence of any action, state or condition revealed as a result of a visit made in accordance with section 28 above.
- 31) Abuse or threatening behaviour to any member of the council or Pavilion staff shall not be tolerated. In any event of such the council reserves the right to terminate any hiring and implement a ban on any booking intended to be made or made by the hirer moving forward. In circumstances of such behaviour the council shall not hesitate to report the hirer to police if deemed necessary or appropriate.
- 32) The Parish Council reserves the right to refuse any application for the hire of the Centre, if in the opinion of the Parish Council the premises are to be used for an unsuitable purpose
- 33) All hirers should read and understand the **Emergency Plan** (displayed within the pavilion).

IMPORTANT

Anyone hiring the hall for parties with a disco, or activities that use music or other potentially loud activities must be aware that due to the close proximity of the adjacent housing, users are asked to be considerate in keeping noise levels to an acceptable standard.

Should any justifiable complaint be received about noise levels or failure to respect the surrounding residents, any deposit is automatically forfeited and and future hire of the facilities may be cancelled or prevented.



SHERINGTON PARISH COUNCIL