

## **PAINSWICK YOUTH AND COMMUNITY PAVILION STANDARD CONDITIONS OF HIRE**

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

1. The Hirer will, during the period of the hiring, be responsible for the 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 surrounding the Recreation Ground.
2. The Hirer shall not sub-let or use the premises for any unlawful purposes or in any way 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.
3. The Hirer shall be responsible for obtaining licences that may be needed whether for the consumption of intoxicating liquor or otherwise and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrate's Court or otherwise.
4. If you intended to play music you will require a PPL Licence, further information reference this licence can be obtained from 0207 5341070.
5. The Hirer shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
6. The Hirer may not affix notices anywhere within the building but to use display boards supplied
7. All bookings of the premises and/or hire of furniture or equipment shall be on the prescribed form, photocopy of which will be returned to the Hirer with charges and any special conditions set out as confirmation of booking by the Clerk.
8. If the Hirer wishes to cancel the booking before the date of the event and the Parish Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the Parish Council.
9. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, the Pavilion hall and changing facilities are to be swept and the kitchen left clean, all property locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge.
10. The Parish Council reserve the right to cancel this hiring in the event of the Pavilion being unavailable for hire due to circumstances beyond the control of the Parish Council, in which case the Hirer shall be entitled to a full refund of any deposit already paid.
11. If, through no fault of the Council, the Pavilion or any part thereof has been rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
12. The charge for use of the premises and/or furniture or equipment or any deposit payable in advance must be paid by the date due.
13. The right to refuse any application received for the hire of the Pavilion or to refuse admission to any individual, is reserved to the Parish Council, or the Chairman of the Council, acting on its behalf, provided that the Chairman must report his action to the next meeting of the Council.
14. Litter shall not be left in or about the Pavilion premises.
15. Lights and heaters shall be turned off, unless otherwise instructed.
16. Animals shall not be brought into the Hall without prior approval, with the exception of guide dogs for the blind.
17. The Hirer is responsible for arranging their own public liability insurance cover for the period when they are using the Painswick Pavilion.

### **KITCHEN**

1. The kitchen facilities are not available for the preparation and cooking of meals but are for warming food or keeping it hot.
2. Raw foods should NOT be brought into the Pavilion kitchen.
3. The kitchen, including all work-tops, the cooker, sinks, utensils and other equipment must be left in a clean and disinfected condition after use.
4. It is the responsibility of the Hirer to provide their own washing-up liquid, sanitizer/disinfectant and washing up/drying cloths.
5. It is the responsibility of the Hirer to ensure personal hygiene by food handlers.
6. The refrigerator is to be left empty and the door left shut, with the power supply switched ON, before departure.