



Terms and Conditions of Hire for Hallaton Recreation Ground Pavilion and Recreation Ground Facilities

It is a condition of hire that the hirer should sign a copy of the booking form.

Booking & Payment

1. On booking, please state clearly **ALL** facilities which you require. The hirer shall not use any facilities which have not been confirmed in the booking form.
2. Please include preparation and clearing-up times in your booking times.
3. If you are setting up a marquee, the hire period starts from the day on which the marquee company enters the site and finishes when the marquee company leaves the site.
4. The person by whom the application form is signed shall be considered the hirer. The hirer will be personally responsible for complying with these conditions and must be present. The hirer must be 21 years old or above.
5. The premises may not be sub-let. Should other organisations/hirers wish to use the premises at the same time, the Clerk to the Board of Trustees must be informed and consent obtained.
6. The hirer of occasional bookings must pay the total hire charge up front at time of booking or as agreed with the Clerk to the Board of Trustees. No engagement will be considered booked until a signed booking form has been returned and payment has been made.
7. Upon receipt of the completed and signed booking form, the Clerk will forward an invoice. Payment instructions are given on the invoice.
8. **Refunds for cancellations:**
 - At least 14 days before the date of the hiring booked – 100%
 - 7-14 days before the date of the hiring booked – 50%
 - Less than 7 days before the date of the hiring booked – no refund
9. The hire of the premises does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the premises are hired unless prior arrangements have been made with the Clerk to the Board of Trustees.
10. Pavilion charges include heating (where applicable), lighting, use of electricity, water, refuse collection (within reason), repairs, maintenance, cleaning, opening/closing up etc.
11. Limited onsite parking is included in the hire charge. The hirer **MUST** specify on the booking form whether parking is required. Access to the parking area (via locked gate) will not be available unless specified on the booking form.
12. For health, safety and security reasons, the number of guests specified on the booking form must not be exceeded unless written agreement is received from the Clerk to the Board of Trustees. The Pavilion can accommodate between 100 and 120 people standing and 60-70 people seated.
13. When requested, the hirer will provide to the Clerk of the Board of Trustees a list of outside companies, contractors, and suppliers in attendance.
14. Organised groups, teams, clubs, classes, and other associations who wish to use the fields (including but not limited to matches, training sessions, exercise classes, celebrations, and award ceremonies) must contact the Clerk before carrying out any activity to ensure that legal and safety requirements are met. A booking form must be completed and permission granted before any activity is carried out.

Access

15. The Clerk and Premises Officer will make arrangements for the unlocking and locking of the premises.
16. In the event of the hirer encountering a problem at the premises, please contact the Premises Officer on **07759 852147**.

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Use of the Recreation Ground facilities

17. You must leave the grounds and pavilion clean, in good order and condition as at the start of the hire. No sellotape, blue tack or drawing pins to be used, and no lights or decorations hung from or fixed to the curtains or fixtures, except those provided for the purpose. Any extra cleaning costs incurred will be charged.
18. The Trust reserves the right to make an additional charge for excess rubbish. Please segregate your waste.
19. You (or your contractors, suppliers, staff, and guests) will be responsible for any damage done to the premises or its contents during your use of it. The Board of Trustees will estimate the cost and their decision is final. You must report any damage to the Clerk to the Board of Trustees at the first convenient opportunity but no later than twenty-four hours from the start of the hire.
20. Metallic foil confetti or glitter confetti must not be used inside any building or thrown outside in any open space. Bio-degradable paper confetti or rose petals may be used as an alternative.
21. No bikes or other wheeled items (apart from assistance vehicles) are permitted in the Pavilion.
22. If a marquee or any other external equipment is brought onto the site, they must be situated in areas designated by either the Premises Officer or the Clerk or a Trustee. The marquee/equipment supplier must provide a copy of the company's insurance policy and should check that the electrical supply at the premises is sufficient. Electrical power installations must be carried out by qualified and registered electricians.
23. No food or drink is to be stored in the refrigerator for any period outside the duration of the hours paid for.
24. No equipment or personal items may be stored at the Recreation Ground (in the Pavilion or outside) unless permission from the Trustees has been granted.
25. Any use should be conducted in such a way that it does not unreasonably interfere with the activities of other users or neighbours by way of noise, disturbance, or otherwise.
26. Dogs must be kept on a lead and under control at all times. The site does not accept breeds/crossbreeds listed in the Dangerous Dogs Act or dogs banned by UK law. Dogs are not permitted in the children's playground or on the tennis courts (apart from assistance dogs). Dog mess must be bagged and deposited in the bins provided. **No animals are permitted in the kitchen.**
27. The bar and bar lounge are not available to private hirers and will remain closed.

Insurance and Health & Safety

28. We are not responsible for:
 - any loss of or damage to any property because of your hire of the premises
 - any loss, damage or injury which happens to anybody using the premises during your hire
 - any loss because of unavoidable closure of the premisesYou are liable for any costs incurred by us resulting from any claim which may arise out of your use of the premises or for any loss, damage or injury.
29. The use of pyrotechnics, fireworks, smoke and dry ice must be approved in writing before the booking date by the Trustees. Permission may not always be granted. Sparklers are not permitted.
30. **No bouncy castles or inflatables are permitted.**
31. Use of ladders, including stepladders, is not permitted.
32. The hirer should clear up spillages immediately to prevent slips and falls.
33. If food is to be prepared in the Pavilion and consumed at the Recreation Ground, the hirer shall ensure that food safety and hygiene regulations are met. A folder in the kitchen displays advice, guidance, and useful websites to consult. All food is to be removed at the end of the hire period by the hirer.
34. Should you wish to use a firepit, BBQ, or other types of outdoor fire, written permission must be sought from the Trustees via the Clerk.

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35. At the request of the Trustees or Clerk and where applicable, a copy of a company's insurance policy or relevant qualifications should be supplied (for example, in the case of outside caterers, marquee company, and other service providers).
36. Permission must be obtained from the Clerk to the Board of Trustees should the hirer wish to use electrical equipment. Should permission be granted, all electrical and audio-visual equipment must comply with the IEE Regulations and Safety Standards current at time of booking. All portable equipment must have a test certificate (Portable Appliance Test). The Trustees may request proof of the PAT. The hirer shall ensure that the electrical system at the premises is not overloaded.
37. At the request of our insurers or by the board of Trustees, the hirer may be asked to provide a risk assessment produced by a qualified risk assessor.

Legal Requirements

38. You are responsible for enforcing the 'smoke free' law and will be liable for any breach of this law.
39. If recorded music is to be played at the event, it is the responsibility of the hirer to ensure that recording rights are not infringed and that no fees are payable to the relevant authority.
40. **The Recreation Ground is not licensed to serve alcohol.** If alcohol is to be sold and/or consumed on the premises, the hirer will ensure that all legal requirements are met and that a Temporary Event Notice is obtained if necessary. Guidance can be obtained from the Licensing Department at Harborough District Council.
41. The hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation, and that there are appropriate numbers to supervise them. When requested, you must provide a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).
42. The hirer shall ensure that the event or activity will not be conducted in a way which will, or may, constitute a breach of the law or cause a nuisance. The hirer shall ensure its guests/attendees do not behave in a way which will, or may, constitute a breach of the law or cause a nuisance.
43. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
44. The Trust operates a policy of zero tolerance towards (without limitation) the possession and/or use of illegal drugs, illegal gaming or betting, violence, and drunken, abusive or threatening behaviour. In the event that the Trust's staff (either an employee or a volunteer) or a Trustee discover or experience any such behaviour, the Trust reserves the right to take such action as it considers (in its sole discretion) necessary to ensure the safety of its staff, including but not limited to any of the following:
 - stopping the sale of alcohol
 - ending the booking early
 - involving the police
 - pursuing the individuals concerned in the civil courtsand the hirer shall indemnify the Trust and hold the Trust harmless in the event that any such action becomes necessary.