



Oldbury on Severn Parish Council

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Oldbury on Severn Pavilion

Terms and Conditions of Hire

For the purposes of these Conditions of Hire, the hirer(s) means any individual or, if an organisation, the person 'responsible' at the activity/event. The premises mean Oldbury on Severn Pavilion. The Committee means the Oldbury on Severn Playing Fields Committee. All hirers must comply with the following terms and conditions:

1. The maximum capacity of the premises is– 100 standing 72 seated. The hirer must ensure that these capacities are not exceeded.
2. Premises hire will be between 8am-midnight Mon-Sat and 8am-11pm Sun.
3. No dogs, except guide dogs can be brought into the premises, unless by prior arrangement.
4. A Booking Form must be completed and returned to the Bookings Clerk.
5. The Committee reserves the right to refuse or cancel a booking.
6. The hirer will agree to pay for any damages incurred during the period of hire. Any loss or damage that occurs on the premises must be reported to the Bookings Clerk.
7. The hirer will be responsible for the conduct of all persons attending the event during the period of hire and that no nuisance is caused to nearby residents.
8. The hirer shall indemnify and keep indemnified all members of the Committee for
 - The cost of repair or any damage to the premises, its contents and its curtilage
 - Claims, losses, damages and costs for damage, loss of property, injury to persons using the premises (including the storage of equipment)
 - Claims, losses damages and costs suffered or incurred as a result of nuisance to a third party as a result of the use of the premises by the hirer.
9. If the premises are rendered unfit for the purpose for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
10. All decorations and notices must be removed after the period of hire. No fixtures or fittings belonging to the Pavilion are to be altered or removed.
11. The hirer must ensure that all fire exits are kept clear and must read and adhere to the fire safety notices on notice board, before the start of the period of hire. The hirer is responsible for ensuring that all those attending are aware of the fire procedure.
12. The hirer will be responsible for setting out table and chairs and returning them to the store areas after the period of hire.

13. The sale of alcohol is not covered under the premises licence and a Temporary Events Notice (TENs) must be obtained from the local authority. A copy of the TENs must be sent to the Bookings Clerk before the hire and displayed in the main hall during the hire. The person named on the TEN's must be in attendance at the event. Alcohol must not be served to anyone under the age of 18. A TENs licence must also be obtained if music, either live or recorded, is to be played.

14. Hirers using the kitchen for the preparation/cooking/serving of food do so at their own risk and are advised to follow Food Safety (General Food Hygiene) Rules and Regulations.

15. The hirer will be responsible for leaving the premises in a clean and tidy condition. If necessary, floors must be swept and mopped. If used, kitchen utensils and equipment should be cleaned and returned to cupboards. The cooker, fridge and surfaces must be wiped with anti-bacterial spray and the dishwasher emptied of implements and water.

16. Prior to leaving the premises the hirer must:

- Secure all outside windows and doors.
- Ensure that electrical equipment, including kitchen appliances are turned off.
- The fridge/freezer must be emptied and left switched on.
- Ensure that all internal and external lights are switched off.
- Ensure that the main door is locked and the key returned.

17. The Committee holds public liability insurance for the use of the premises which covers the hirer during the period of hire. However the hirer should consider further insurance to cover their event/activity if the event is open to the general public.

18. Fireworks are not permitted on this site.

I agree to the above terms and conditions

Hirer

Signed _____ **Print** _____

Date _____

On behalf of Oldbury Parish Council

Signed _____ **Print** _____

Date _____