**BRANSTON PARISH COUNCIL – PAVILION HIRE AGREEMENT**

**Hiring requires (dates/times): …………………………………………………………………………………………………………………………….**

 **Purpose of hiring: ………………………………………………………………………………………………………………………………………………**

I confirm that I accept the following terms of hiring and understand that in the event of the terms and conditions of hiring not being met, then the agreement will be terminated with immediate effect.

**Signed: ………………………………………………………………….. Date: ……………………………………………………………………….**

**Contact details : ……………………………………………………………………………………………………………………………………………..**

**………………………………………………………………………………………………………………………………………………………………………………..**

**Email: ………………………………………………………………………………………….............................................**

**Signed: …………………………………………………………….. Date: ……………………………………………………………………………**

**Email:** **clerkbranstonparishcouncil@gmail.com** **Telephone: 01283 533011**

**Hiring terms:**

**House keeping/Conduct/availability of pavilion and car park**

* Care will be taken of the facility to not cause any damage to the premises, fittings, contents, property or appliances. A refundable deposit of £25 is required when the booking is made.
* For safety of users, please ensure there are no obstructions at entrances or exits from the premises
* To prevent any local complaints, please ensure that good order and conduct is observed by all those using the facility.
* For safe keeping of items, lockers can be used on site, however, due to other users, personal locks must be removed after use; any locks left on lockers will unfortunately be removed
* Not to sell any alcohol, food or refreshments on the premises
* Due to staff costs, please ensure that premises are vacated by the expiry of the hire period and left clean and tidy. Sadly, in the event of the parish council being requested to return to site to unlock the facility, then an additional charge may be levied
* All rubbish must be taken away by the hirer
* Cleaning equipment is available in the cleaning store room should it be required
* Hirers must have appropriate public liability insurance

**Payment/hiring terms**

* Be responsible for prompt payment of the hire charge on time. Payment can be via cheque or Bacs transfer
* Hirers should note that cancellations will only be accepted if they are delivered by email or

in writing 1 week prior to pre booked dates

* Should the hirer fail to honour the booking ie fail to turn up without prior cancellation then the whole of the hire charges will be payable by the hirer