**Winterton Community Pavilion**

**BOOKING FORM**

**To make a booking for the use of any facilities at the Winterton Community Pavilion
Please complete and return this form to the address below.**

**THE ATTACHED “CONDITIONS OF HIRE” SHOULD ALSO BE READ AND RETAINED**.

**NAME OF PERSON AND/OR ORGANISATION:**

**ADDRESS:**

**POSTCODE CONTACT TEL NUMBER**

**E-MAIL ADDRESS:**

**\*TIMES REQUIRED** – Parties/Events - Please add at least one hour before and after party/event.

**TYPE OF EVENT (e.g., meeting, party)** **..............................................................................................**

**PLEASE CIRCLE ANY OF THE FOLLOWING THAT APPLY:**

 **Food or entertainment will not be required.**

 **I will be providing my own food I will use outside caterers**

**I will be providing my own drink I will be hiring a bar.**

**I will be providing my own music I will be hiring outside entertainment.**

**NUMBER OF PEOPLE ATTENDING ................**

**AMOUNT PAYABLE (*A separate invoice will be supplied.*)**

**(CHEQUES SHOULD BE MADE PAYABLE TO ‘Winterton Town Council)**

|  |
| --- |
| Online payments to Virgin Bank |
| Account No:  | 28561026 |  |
| Sort Code: | 05 07 52 |  |
|  |  |  |  |  |

 **CONFIRM I HAVE READ AND AGREE TO ABIDE BY THE ATTACHED ‘CONDITIONS OF HIRE’**

**SIGNED.............................................................................................................................................**

**PLEASE RETURN TO: Winterton Town Council, The Ark, 52 West Street, Winterton DN15 9QF**

 **TEL 07888 671998 or 07395 922704 e-mail:** **clerk@wintertoncouncil.co.uk**

**Winterton Community Pavilion and Playing Field**

**CONDITIONS OF HIRE**

YOUR ATTENTION IS DRAWN TO THE FOLLOWING TERMS OF CONTRACT HIRE:

**GENERAL**

* Upon receipt of full payment, you will be provide with access and user instructions. **The facility must not be left unlocked or unattended at any time.**
* The hirer, or some other responsible person aged 18 or over shall be always in charge and present at the premises during its hire. The person shall not be engaged in any other duties which will prevent them from general supervision.
* In the case of functions open to the public, supervision will be maintained at all times at the entrance to the facility to prevent entry by non-ticketholders.
* The hirer is responsible for ensuring that no disturbance of the peace, or damage occurs within the grounds or its surroundings during its hire**. If any problems arise the police must be contacted on 101 or 999 in an emergency**
* The hirer **must at no time sub-let the premises**.
* **Winterton Town Council reserves the right to inspect the premises at any time throughout the duration of the booking and, if necessary, halt the event.**
* The hirer must observe the finishing time agreed at the time of booking. **Time must be allowed when booking for clearing up at the end.**
* The hire of the room(s) in the Winterton Community Pavilion includes the use of the kitchen and its contents.
* Numbers admitted to functions must not exceed **150 persons.**
* **The hirer is to ensure that the hall is left in a clean, tidy and safe condition on completion of hire and will be liable for the costs of any extra cleaning, damages, breakages or deficiencies which occur during the period of hire. £10.50 per hour.**
* Hire rates are reviewed annually.
* **Winterton TC must be notified of cancellations at least 24hrs in advance or payment may be required**

**CATERING AND ENTERTAINMENT**

* The hirer must ensure that anyone providing, or hired to provide, entertainment or catering for an event must **be fully insured (hold Public Liability Insurance) and hold relevant licences or hygiene certificates.**
* It is the hirer’s responsibility to ensure that a **licence for a bar is obtained and displayed near the bar.**
* **No alcohol must be supplied or consumed by persons under the age of 18 yrs.**

**FIRE AND SAFETY**

* There is a fire extinguisher and a fire blanket in the kitchen. **The hirer should acquaint themselves with the position of these and of the fire exits.**
* **THERE IS A NO SMOKING POLICY THROUGHOUT THE HALL AND THIS MUST BE ADHERED TO AT ALL TIMES**
* No animals are allowed in the Hall with the exception of guide dogs.
* Use of the facilities and all equipment is entirely at the user’s own risk. Winterton Town Council will not be responsible for any personal injury or loss unless it is as a result of the defective condition of the facility or its equipment.
* Winterton Town Council will not make good or accept responsibility for the loss, theft or damage of any goods or property of the Hirer left in the building.

**FAILURE TO OBSERVE THESE CONDITIONS MAY RESULT IN REFUSAL OF FUTURE HIRE APPLICATIONS** Approved November 2023