

HIRE AGREEMENT

ALL SAINTS PAVILION AND CRICKET FIELD

NAME OF HIRER:

ADDRESS OF HIRER:

.....

DATE OF HIRE:

TIMES OF HIRE: FROM..... TO

CONTACT NUMBERS: EMAIL:

MOBILE:

HIRE FEE:

A hire fee of £5.00 per hour is charged, which is payable in advance of the event.

PREMISES: PAVILION:

CRICKET FIELD:

PURPOSE/DESCRIPTION OF HIRING:

NUMBER OF ATTENDEES (approx.)

The Pavilion/Cricket Field does not have a Premises License, so the sale of alcohol is prohibited, unless a Temporary Alcohol License (TAL) has been obtained from EDDC.

Standard conditions of hire.

1. The Hirer, not being a person under the age of 18, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present.
2. The Hirer shall, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents. This includes proper supervision of car parking arrangements to avoid obstruction of the highway. As directed by the Parish Clerk the Hirer shall make good or pay for all damage (including accidental damage) to the premises and for loss of contents.
3. The Hirer shall not use the premises for any purpose other than that described in the Hire Agreement.

Insurance and indemnity.

1. The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
2. The Hirer shall be liable for all claims, losses, damages, and costs made against or incurred by the Parish Council in respect of damage or loss of property or injury to persons arising as a result of the use of the premises.

Public safety compliance:

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority and the Pavilions Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes entertainment, which is attended by children. If the event involves sports games, i.e. cricket, football etc., then the hirer shall be required to provide an additional risk assessment.

Health and hygiene:

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with an electric oven and hob, microwave, fridge/freezer (bar) refrigerator (kitchen) and thermometers.

Electrical appliance safety:

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

Cancellation:

The Hirer shall inform the Parish Clerk, as soon as possible, if the event is cancelled.

End of Hire:

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions, properly replaced. All electrical appliances, including the water heater, lights and heaters, must be switched off. The oven and hob must be switched off at the main switch on the wall. All rubbish, including food waste, must be removed by the Hirer, as the Pavilion does not have a waste collection. The Parish Council shall be at liberty to make an additional charge, if any of the above instructions are not complied with.

Signature of Hirer

Signature of Parish Clerk

Linda Ledingham
Parish Clerk
01297 270396/07966447601
clerk@allsaints-pc.gov.uk

Information for Hirers

Opening and closing the Cricket Field Gate and the Pavilion: -

The key for the kitchen door must be collected by prior arrangement with the Parish Clerk and returned at the end of the event. The number for the padlock on the gate into the field will be supplied to you when you pick up the key. Please follow the guidance note on the Kitchen Door when locking up after your event.

Please phone 01297 270396 in case of difficulty.

Safety

The Pavilion has a No Smoking Policy

In the event of a fire, the Pavilion should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the fire exit and fire extinguishers must be noted before the Pavilion is occupied and the manner of opening the Fire Door should be made known to your guests. There is no landline phone in the Pavilion.

Please use the trolley provided for moving chairs in order to avoid injury. Please stack chairs in the storeroom and tables at the far end of the Pavilion.

The Pavilions Health and Safety Notice is on the noticeboard in the kitchen, and the Pavilion/Field Risk Assessment is in the kitchen. A first aid box and accident report book are also located in the kitchen.

Car parking:

The lane leading to the Pavilion and Field is a public road and must not be obstructed. The Field will accommodate a good number of cars if they are parked sensibly. Cars may park on the field, but please do not park on the headlands. The area of hard standing immediately on the inside of the double gates must be left clear at all times, in the event that an ambulance requires access. Car owners park their cars in the field at their own risk.

Other Facilities:

2 x Gazebo's can be booked via the Parish Clerk

2 x portable goals

Rounders Set

Giant Jenga

Options for completing and delivering the Hire Agreement:

1. Download, complete, scan and email to clerk@allsaints-pc.gov.uk
2. Download, complete and deliver to 1 Spring Cottages, Smallridge, EX13 7LY.
3. Contact the Clerk on 01297 270396 for a copy of the Hire Agreement.