

**BOROUGH GREEN PARISH COUNCIL
POTTERS MEDE SPORTS PAVILION AND GROUNDS**

Conditions of hire

The term 'hirer' shall mean the individual hirer or the representative of the hiring organisation

1. All enquiries and bookings to be made to The Clerk to Borough Green Parish Council and confirmed by completion of the official booking form and payment of the required deposit.
2. Any subsequent cancellation must be made in writing to The Clerk. There can be no return of deposits if cancellation is made within 4 calendar weeks of the booking.
3. Cheques are to be made payable to 'Borough Green Parish Council'
4. The hirer must be age 18 years or over and will be the person responsible for being in charge of the premises at all times and supervising the event during the hire period.
5. The hirer shall not enter the premises before the start time of the hire and must leave the premises by the end of the hire period. All setting up and clearing away time must be included in the booking period and will be charged accordingly.
6. The hirer will, during the period of the hire, be responsible for the supervision of the premises, the fabric and contents.
7. The hirer will be responsible for any loss or damage to the premises, furniture or equipment. Any damage or breakages must be reported to The Clerk immediately and paid for as directed.
8. The Council accepts no liability for any accident, injury or loss arising from the hire of the premises.
9. The hirer shall not use the premises for any purpose other than that stated on the booking form and shall not sub-hire or allow use by any other party.
10. No sale of tickets is permitted for functions held in the pavilion. Guests are by invitation only
11. No sale of alcohol is permitted in the premises
12. The hirer shall not allow use of the premises for any unlawful purpose
13. The hirer shall be responsible for obtaining any licences required and will be responsible for payment of same.
14. If required, the hirer will request special permission from The Clerk for a Bouncy Castle to be used in the grounds and will be responsible for its safe use and all insurance cover required in this connection. Such use is not allowed inside the pavilion.

15. The maximum number of persons permitted in the Pavilion is:

Close seated	60	Dancing	100	At tables	60
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16. The premises must be vacated by the booked time which will be 22.30hrs latest

17. All related parking must be within the Potters Mede car parking areas. At no times must vehicles be parked on the main highway outside the premises. The council does not accept any liability for loss, damage or injury arising from use of the car park

18. A 'No Smoking' policy applies to the pavilion

19. The hirer shall familiarise himself/herself with Fire Evacuation procedures posted in the pavilion and ensure that those using the building during the hire period are also familiar with the procedures.

20. The hirer will arrange for collection and return of the key with The Clerk. The hirer will be responsible for the safekeeping of the key and will undertake not to make copies

21. The hirer shall ensure that there is minimal noise on arrival and departure.

22. All rubbish resulting from the hire shall be removed from the premises at the conclusion of the event.

23. No dogs shall be allowed in the pavilion other than Guide Dogs.

24. The hirer shall ensure that all lights and appliances are switched off before vacating the building, the building is left locked and secure and the premises and grounds are left in a clean and tidy condition.

25. The council reserves the right to charge for any extra cleaning or maintenance required as a result of the booking

26. The council reserves the right to refuse a booking without notice or cancel this hiring agreement at any time either. In such a case the council will refund any deposit paid but will not be liable for any further payment to the hirer

27. Hire of the facilities will normally be restricted to residents of Borough Green and the neighbouring parishes of Wrotham, Platt and Ightham