

BURGESS HILL TOWN COUNCIL

CONDITIONS OF HIRE – PAVILION

SIDNEY WEST CENTRE

1. APPLICATION FORM

All applications for the hire of facilities must be made in writing on the Council's official application form and forwarded to: **Burgess Hill Town Council, 96 Church Walk, Burgess Hill, RH15 9AS**. The Council reserves the right to refuse any application. If the Council accepts the application, the person, or persons, signing the application form, who must be 18 years of age or over, shall be deemed to be the hirer as well as the Society, Association, Club or other body or organisation on whose behalf the application may be made and will be jointly and severally liable to the Council for the payment of the hiring fees and charges, and for the strict observance of these Conditions of Hire.

2. HIRE SESSION

Pavilions are available for hire on an hourly basis during the standard period of hire as follows:

Monday to Sunday - 9.00am to 10.00pm

Ad-hoc party hires must book a minimum of two hours.

3. FEES AND CHARGES

Current charges can be found on our website: <http://www.burgesshill.gov.uk/sidneywest> or contact Burgess Hill Town Council on 01444 238 201.

4. PAYMENT OF FEES AND CHARGES

For one-off individual bookings, payment of fees and charges due MUST be made within 7 calendar days of your booking enquiry date (this is the date we provisionally enter your booking request onto our system). Failure to pay within the 7 calendar days will cause the booked slot to be released.

For regular hirers (where bookings, generally, span more than one month), alternative payment arrangement can be agreed.

Payment for bookings may be made in the following ways:

- by cheque payable to Sidney West Centre Charity – send to the address as detailed in 1. above,
- by credit/debit card - call our offices on 01444 247726 (ask for Sidney West Bookings)
- by cash – in person only at the Council Offices (do not post),
- for **regular** user agreements, a monthly standing order payable on the first day of each month of the activity season,
- in person, for any of the above, at our offices as detailed in 1. above.

The hirer shall pay the Council the approved fees and charges for the hire of the facilities irrespective of whether the hirer utilises the whole, or any part, of the period of hire as specified on the official account.

Should a booking be made less than 28 days prior to the date of the booked session payment must accompany the application form.

5. DEFINITION OF USER TYPE

A. Regular Hirer

A regular hirer is defined as any Society, Association, Club individual or other organisation, who makes bookings for ten (10) or more hire sessions at one time at the same venue within any one booking period. Regular Hirers are entitled to a preference booking of the relevant venue over Occasional Hirers.

B. Occasional Hirer

An occasional hirer is defined as any individual, Society, Association, club or other body or organisation or individual who makes bookings of less than ten (10) sessions within any one booking period.

6. DEFINITION OF HIRER STATUS

A. Full Rate

A hirer is defined as Full Rate if any members and/or players are aged 17 years and over and do not qualify under any of the conditions stipulated in section 6B.

B. Discounted Rate

A hirer is defined as Discounted Rate if **all** members and/or players are aged under 17 years or are students, unemployed, senior citizens, single parent families on supplementary income or registered disabled.

7. PERIOD OF HIRE AND SURCHARGE

The hirer must adhere to the times of hire as stated on the official application form and must ensure that the facilities are vacated on or before the end of the agreed hire session. Should the time of hire be exceeded, the Council reserves the right to levy a surcharge not exceeding the session hire charge for the activity previously booked, with a minimum of one session charged and any additional staffing costs.

8. CANCELLATION

The decision of the Council on the fitness of a facility for use, or otherwise, is final and whenever possible, notification of cancellation will be conveyed to the hirer not later than 5.00pm on the day prior to the hire session. Cancellations will only be made for essential safety or operational reasons. Where possible, the Council will attempt to find suitable alternative accommodation. The hirer will be given a full refund in respect of a cancellation made by the Council.

Should the hirer wish to cancel, the hirer must give at least 14 calendar days notice of cancellation of their booking in order to be eligible for a credit or refund.

9. SUB LETTING

The hirer shall not sublet or assign the benefit of any permission granted by the Council to use an outdoor sports facility, without the prior written approval of the Council.

10. INDEMNITY AND INSURANCE

The hirer shall indemnify the Council and keep the Council fully indemnified against all damage, losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against, suffered or incurred by the Council arising directly or indirectly out of:

(a) any act, omission or negligence of the hirer or any persons at the premises expressly or impliedly with the hirers' authority, or

(b) any breach or non-observance by the hirer of the covenants, conditions or other provisions of this agreement or any of the matters to which this hiring is subject PROVIDED THAT (and for the avoidance of doubt) there shall be no liability if and to the extent that the same shall be caused by or arise from any negligence, act or omission on the part of the Council, its agents, contractors or employees.

In addition, all REGULAR hirers shall obtain a policy of insurance against third party risks/public liability to the value of £5 million. A copy of the policy must accompany the application form or be received by the Council not less than 28 days prior to the date of the first hire session, except in circumstances approved by the Council.

11. RIGHT OF ENTRY

The hirer acknowledges the right of the Council and its duly authorised officers and servants to enter upon the facility at any time during the period of hiring and determine the hiring forthwith in the event of the breach of any of the conditions herein contained.

12. GOOD ORDER

The hirer shall be responsible for good order being kept throughout the period of the hiring. The Council may charge the hirer for any expenses incurred in engaging the Police or other security personnel to preserve order prior to, during or after the period of the hire.

13. RISK ASSESSMENT

Each hirer, either regular or occasional, is responsible for performing a risk assessment prior to each and every use of any of the facilities provided by the local authority. The local authority, may, at its discretion, require a copy of said risk assessment prior to allowing the hirer to use the facilities.

14. PROHIBITION OF HIRING

Should the Council be of the opinion that the hiring is likely to prove of an objectionable or undesirable character, they shall have full power to cancel the hiring and return any money paid by the hirer, but in that event the Council shall not be liable to pay any compensation to any person in respect of that cancellation.

15.a UNLAWFUL OR ILLEGAL ACTIVITIES

The hirer shall not cause or permit any hired facility to be used for any unlawful or illegal activity. If it appears likely to the Council that such activity will take place during the proposed hiring, the Council shall have the power to cancel the hiring immediately and any payment made of fees and charges will be forfeited. The Council reserves the right to report evidence of illegal activities on the premises to the Police and assist in their enquiries.

15.b UNDESIRABLE SUBSTANCES & SMOKING

No article of an inflammable, explosive, dangerous, noxious, intoxicating or offensive nature may be brought onto the premises without the written authorisation of the Council. Smoking is not permitted in any building managed by the Council.

16. HIRERS' EQUIPMENT

Hirers' equipment or property may only be stored on the premises with the prior written consent of the Council. Any such property shall be stored entirely at the risk of the owner and the Council shall not accept responsibility for any loss of (or damage to) any equipment or property stored.

The hirer may not bring portable electrical equipment to the premises without first obtaining the written permission of the Council. Permission will only be granted if the equipment concerned has been tested and certified by a PAT registered electrical inspector. The hirer may not hold or store controlled substances or other chemical agents on the premises without the written permission of the Council. In order to obtain this permission the hirer must provide all relevant information about the substance (e.g. COSHH Data Sheets, Risk Assessments etc.).

17. EQUIPMENT PROVIDED BY THE COUNCIL

The Council will provide basic necessary equipment for the operation of the premises. Pavilion kitchens provided by the Council will not contain crockery or cutlery. All electrical equipment provided by the Council will be tested by an Electrical Contractor employed by the Council. Where

the premises has a social area, the amount of furniture supplied by the Council will be commensurate with the size of the room. It is the responsibility of the hirer to report any damage to or loss of any equipment provided by the Council. Basic cleaning equipment (excluding cleaning products, agents or chemicals) will be provided in all pavilions. Where an external bin is provided by the Council, it is the hirers' responsibility to make use of it and remove rubbish from the internal bins. If waste generated by the hiring exceeds the capacity of the bin(s) provided it is the responsibility of the hirer to remove it from the site. The hirer will be responsible for any costs to the Council for removing excess waste from the site in relation to the hiring.

18. TEMPORARY CLOSURE

In the event of any accident or occurrence whatsoever necessitating temporary closure of all, or part, of the facility hired, the hirer agrees that the Council shall not be liable for any loss or claims arising from such closure.

19. PAVILION HIRE

The hirer of a pavilion will also be responsible for:

(a) The conduct of all users of the pavilion facilities hired under the authority of the hirer during the hire session with specific attention being paid to excessive noise after 8pm to ensure that residents in the locality are not unduly disturbed.

(b) Basic, necessary cleaning of pavilion facilities hired at the end of each hire session using the equipment provided by the Council. All Pavilion facilities are to be left in a clean and tidy condition by the hirer. **Where pavilion facilities are not left in a clean and tidy condition, the Council reserves its absolute right to employ such cleaning resources as may be required and to recharge the full cost of such resources to the hirer.** If an item of cleaning equipment is found to be missing as a result of negligence on the hirer behalf then it is the hirers' responsibility to replace the item immediately.

(c) Ensuring that the pavilion building is secured at the end of each hire session with particular reference to: the setting of any alarm system, the return of keys, the securing of all doors and windows, all lights, and where applicable, heating to be switched off, all showers and taps to be turned off, all equipment to be secured and all furniture to be secured in an appropriate storage area and left in a clean and tidy condition. **Where the pavilion has not been secured properly resulting in a security call-out charge, the Council reserves its absolute right to recharge any such cost to the hirer.**

(d) Reporting all damage occurring to any pavilion or facility during each hire period to the Council on the first working day following the hiring. **Where the damage has been caused as a result of negligence on the hirers' behalf, the Council reserves its absolute right to employ such resources as may be required to repair pavilion facilities and to recharge the full cost of such resources to the hirer.**

(e) All keys issued by the Council in connection with each hire session are to be collected from Council's Offices or Agents, prior to the first hire session and returned as instructed by the Council at the time of collection. The hirer will be required to pay for the replacement of any keys not returned.

(f) Ensuring footwear containing spikes and/or studs are not worn in any area of the pavilion (excluding the changing rooms). The cost of repairing/replacing any such damage to any of the pavilion floors will be recharged to the hirer.

20. CATERING & FOOD HYGIENE

Under Food Hygiene Regulations, kitchen facilities are subject to inspection by an Environmental Health Officer. When making use of kitchen facilities for catering purposes, the hirer is responsible for food safety and hygiene. Any hirer wishing to provide catering to the public on Council premises must hold a valid Basic Food Hygiene Certificate, the Council must be provided with a copy of this certificate. The Council will not be held responsible or liable for the hygiene of any food prepared on or off the premises.

21. CAR PARKING

The hirer shall be responsible for the control of all motor vehicles within the grounds of the premises in relation to their specific facility hire. Vehicles must be parked only in designated parking areas. The parking of vehicles on grass without the written authorisation of the **District Council** is prohibited and is an offence under the District Council's bylaws, which on summary conviction carries a fine not exceeding £100. Under no circumstances will the Council accept any responsibility for loss or damage to any car (or to the contents thereof), or other vehicle which may be brought onto or left within the premises.

22. BYLAWS AND STATUTORY REQUIREMENTS

The hirer must comply at all times with all bylaws, regulations and statutory requirements relating to the facilities hired or the intended use of facilities. The hirer is responsible for obtaining any relevant statutory licences in relation to their organised activities during the hire period.

23. LIMIT OF ADMISSION

Where the nature of the hiring so requires, the number of persons to be admitted by the hirer shall be in accordance with the Fire Officer's recommendations and shall be brought to the attention of the hirer at the time of hiring. The hirer, if specifically requested to do so, shall keep a record of the number of persons admitted, to be available for inspection.

24. RIGHT OF ADMISSION

Notwithstanding any contractual agreement with the hirer/club, the Council reserves the right at its absolute discretion to refuse, or direct the hirer/club to refuse, admission of or to evict any person or persons from the facility. The Council shall not be liable to pay compensation to the hirer/club arising out of this clause.

25. PUBLIC ACCESS

The public must not be prevented from having free access to all other areas of the sports or recreation ground, however temporary, without the written consent of the Council.

26. PUBLICITY MATERIAL

The hirer shall not use the facility for any purpose other than the purpose stated on the application form and approved in advance by the Council. All publicity produced in connection with a hiring must be approved by the Council before being issued for display.

27. FLY-POSTING

Advertising by means of fly-posting relating to the proposed hiring of an outdoor sports facility is strictly prohibited. Any advertising material affixed to property without the owner's consent will result in prosecution by the Council.

28. BROADCASTING OR FILMING

No broadcast or television performance, either live or recorded, shall be made from the hired facilities without prior consent, in writing, from the Council. Applications for such consent are to be made at least twenty eight (28) days before the date of the proposed recording or transmission.

29. HAWKERS AND VENDORS

No hawker, vendor, collector or canvasser shall be admitted to the facility without the written authorisation of the Council.

30. GAMBLING

No sweepstakes, raffle or other form of lottery shall be promoted, conducted or held on the facility hired, except such a lottery as is deemed to be lawful by virtue of any enactment relating to

gaming, betting and lotteries and for which prior written approval has been given by the Council, and the relevant statutory licence or permit has been obtained.

31. CHILD PROTECTION

All hirers of our facilities should seek to publish and adhere to a Child Protection Policy, a copy of which must be provided to the Council.

32. CONSENTS

Any consents or approval by the Council under these conditions shall be given in writing by the Town Clerk or a designated Council Officer.

33. SPECIAL CONDITIONS

The Council reserves the right to modify any of these conditions, or to further impose conditions where the Council considers necessary.

July 2008