

## Radwinter Pavilion Conditions of Hire

If the Hirer is in any doubt as to the meaning of anything listed below, they should seek clarification from the Pavilion Booking's Secretary before they sign as agreeing to these Conditions of Hire.

For the purposes of these conditions, the term **HIRER** shall mean an individual person hiring the hall and facilities or, where the hiring is on behalf of an organization, their authorized representative and the term **COMMITTEE** shall mean The Radwinter Recreation Ground Charity Management Committee.

1. **The Hirer** shall on arrival at the hall ensure they familiarise themselves with their responsibilities in the event of a fire as detailed on the Fire Poster displayed on the notice board and with the location of the clearly marked Fire Exits located around the premises. **The Hirer** is to ensure that the Fire Exits, and access to them, are not obstructed in any way during their function, and in the event of a fire on the premises **the Hirer** is required to take charge and implement as appropriate the actions identified on the Fire Poster.
2. At the end of a hiring, **the Hirer** is responsible for properly securing the hall, arming the alarm and leaving the premises, furniture and surrounds in a clean and tidy condition and for ensuring that any furniture removed from the storerooms has been put away again, unless prior arrangements to the contrary have been made with **the Committee**. In the event that **the Hirer** fails to do any of the above, **the Committee** reserve the right to make an additional charge to **the Hirer** to recover the cost of rectifying whatever has not been done.
3. **The Hirer** will, during the period of the hiring, be responsible for ensuring the maximum occupancy levels (64 seated at tables or 128 standing\*) of the premises are not exceeded and for the supervision and safety of all those using the areas they have hired, including anyone employed by them. In addition they are also responsible for ensuring that the fabric, contents and surrounds of the premises are not damaged in any way by misuse or deliberate act. **The hirer** accepts that they will be financially responsible for the rectification, replacement or repair, as appropriate of any damage caused to the fabric, contents or surrounds of the premises that is not considered by **the Committee** to be fair wear and tear.
4. **The Hirer** is responsible for ensuring that any activities they provide, or arrange for minors (those aged under 18 years of age) in or around the premises comply fully with all relevant legislation, and they need to be aware that **the Committee** have specifically prohibited the use of Bouncy Castles, Trampolines, Rodeo Bulls or similar recreational types of equipment within the premises, or its environs. If you have any queries, please ask the bookings secretary. At no time should there be minors on the premises without adequate (according to activity) adult supervision.

5. **The Hirer** is not to do anything or bring onto the premises anything which might endanger those using the premises or render invalid any insurance policies in respect thereof, e.g. flammable materials, pressurized containers etc, nor allow the consumption of alcoholic liquor therein, without the prior agreement of **the Committee**.
6. **The Hirer** is responsible for insuring any activities that are not covered by the Recreation Ground Charity's Public Liability Insurance.
7. **The Hirer** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way.
8. **The Hirer** is responsible for ensuring that all relevant regulations relating to the activities at their function (dancing, music, entertainment, stage plays, smoking in public places etc) are complied with and shall ensure that nothing is done in or around the premises that contravenes the law relating to gaming, betting and lotteries.
9. **The Hirer** shall, if food is prepared, served or sold at their function, ensure that all relevant food health and hygiene legislation and regulations are complied with. If employing a Caterer for their function, it is recommended **the Hirer** include in their contract with the Caterer the requirement for them clean and tidy the kitchen at the end of the event. This is a recommendation only, but **the Hirer** needs to be aware that they are ultimately responsible for ensuring the kitchen is returned to the same clean and tidy condition that it was in at the start of their booking.
10. **The Hirer** shall ensure that any electrical appliances brought into the premises by them, or anyone employed by them, or invited to the premises by them, shall have a current P.A.T. (Portable Appliance Test) Certificate.
11. **The Hirer** is responsible for the supervision of car-parking arrangements outside the premises, to make sure there is no obstruction of the highway and for ensuring noise levels are kept to a reasonable level during the arrival and departure of everyone attending or working at their event.
12. **The Hirer** shall ensure that no animals are allowed into the premises, except for guide, hearing and assistance dogs.
13. **The Hirer** shall ensure that no fires are lit, or barbeques used on the recreation ground without prior consent.
14. **The Hirer** shall ensure that everyone working at or attending their function is made aware that smoking is prohibited within the premises, including the veranda, and that anyone smoking outside, should take extinguish their cigarettes/cigars away from the building and take the stubs away with them.

15. The **Hirer** shall also take away any rubbish created by their event. Black bins bags will be provided and can be found in the Kitchen.
16. **If the Hirer** wishes to cancel the booking before the date of the event, the question of payment or the repayment of the fee shall be at the discretion of **the Committee**. There will be no refund for bookings cancelled less than 48 hours before an event.
17. **In The Event** of the premises or any part thereof being rendered unfit for the use for which it has been hired; other than returning any deposit paid, **the Committee** shall not be liable to **the Hirer** for any resulting loss or damage whatsoever.
18. **The Committee** reserves the right to refuse a booking or cancel a hiring agreement at any time in the event that it is deemed by **the Committee** that **the Hirer** has or plans to breach the Conditions of Hire for the premises, in which case the repayment of any payments made, shall be at the discretion of **the Committee**. However, **the Committee** shall not be liable to **the Hirer** for any resulting loss or damage whatsoever.

\*Maximum numbers for seated in rows will depend on actual activity, though for guidance it is approximately 90

PLEASE NOTE THAT THESE TERMS ARE FOR THE HIRE OF THE PAVILION BUILDING AND DO NOT INCLUDE THE FOOTBALL PITCH OR MUGA.