

Radwinter Recreation Ground Pavilion - Conditions of Hire

Updated July 2025

If the **Hirer** is in any doubt as to the meaning of anything listed below, they must 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** means an individual person hiring the hall and facilities or, where the hiring is on behalf of an organisation, their authorised representative and the term **Committee** means The Radwinter Recreation Ground Charity Management Committee.

Before Hire

1. The **Hirer** must, 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** must ensure that the Fire Exits, and access to them, are not obstructed in any way for the duration of their hire, 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. The **Hirer** must ensure that French and Bi-Fold doors are unlocked with no obstructions in front.
2. 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. The use of Bouncy Castles, Trampolines, Rodeo Bulls or similar recreational types of equipment within the premises, or its environs is strictly prohibited. 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.
3. The **Committee** reserves the right to refuse a booking or cancel a hiring agreement at any time if 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.

During Hire

4. The **Hirer** must not 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. The **Hirer** must not allow the consumption of alcohol within the building or grounds of the Recreation ground, without the prior agreement of the **Committee**.
5. The **Hirer** is responsible for ensuring any activities planned are covered by the Recreation Ground Charity's Public Liability Insurance. Full details can be found in

the [Recreation Ground Charity's Public Liability Insurance](#) itself but here is an extract:

“We will indemnify the hirer of any insured premises for bodily injury or property damage occurring during the period of insurance arising directly from their use of the insured premises.

However, we will not make any payment if the hirer:

- a) has the benefit of any other insurance policy that also provides indemnity for the hirers activities; or*
- b) hires the insured premises on any regular, permanent or long-term basis unless:
 - i. the hirer is using the insured location for the benefit of the local community; and*
 - ii. you request that we provide indemnity.”**

In essence, private bookings are covered by the Recreation Ground Charity's Public Liability Insurance, but business activities will require their own insurance. If you have any queries, please ask the bookings secretary.

6. The **Hirer** must not use the premises for any purpose other than that described in the hiring agreement and must not sub-hire or use the premises, or allow the premises to be used, for any unlawful purpose, or in any unlawful way.

7. The **Hirer** is responsible for ensuring that all relevant regulations relating to all activities for the duration of their hire are complied with and must ensure that nothing is done in or around the premises that contravenes the law relating to gaming, betting and lotteries. The **Committee** reserves the right to make ad hoc checks

8. The **Hirer** must, if food is prepared, served or sold during their hire, ensure that all relevant food health and hygiene legislation and regulations are complied with. If employing a Caterer, it is recommended the **Hirer** include in their contract with the Caterer, the requirement for them to clean and tidy the kitchen at the end of the event. This is a recommendation only, but the **Hirer** is 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.

9. The **Hirer** is responsible for any electrical appliances or equipment brought into the premises. by them, or anyone employed by them, or invited to the premises by them.

10. The **Hirer** is responsible for the supervision of car-parking arrangements outside the premises, to ensure there is no obstruction and for ensuring noise levels are kept to a reasonable level during the arrival and departure of everyone attending, or working at, activities during their hire. All activities must finish by 11pm,

11. The **Hirer** must ensure that no animals are allowed into the premises or the recreation ground, except for guide, hearing and assistance dogs.

12. The **Hirer** must ensure that no fires are lit, or barbeques used on the recreation ground without prior consent.

13. The **Hirer** must ensure that everyone working at or attending activities during their hire is made aware that smoking is prohibited within the premises, including the veranda, and that anyone smoking outside, must extinguish their cigarettes/cigars away from the building and take the stubs away with them.

14. The **Hirer** is responsible for ensuring, for the duration of their hire, that 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, the **Hirer** is 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** must accept 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. The **Hirer** must report any damage after use

End of Hire

15. At the end of a hire, the **Hirer** must secure the hall, arm the alarm and leave the premises, furniture and surrounds in a clean and tidy condition. The **Hirer** must ensure 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** reserves the right to make an additional charge to the **Hirer** to recover the cost of rectifying whatever has not been done.

16. The **Hirer** must remove any rubbish created during the period of their hire. Black bins bags will be provided and can be found in the Kitchen.

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.

"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