



# STONE PAVILION CONDITIONS OF HIRE

Stone Pavilion is owned by Stone Parish Council and managed by the council officers. Use of the facilities is subject to the following Conditions of Hire.

## 1) APPLICATIONS

- i) All applications for hire of the facilities within Stone Pavilion must be made in writing using the booking form obtainable from the Council office or the Council website ([www.stoneparishcouncil.com](http://www.stoneparishcouncil.com))
- ii) The person signing the booking form shall be deemed to be the hirer. The hirer must be 18yrs of age or older
- iii) The hirer, through signing, has agreed to the conditions of hire. If any of the conditions are deemed to be broken the booking shall be cancelled
- iv) The hirer is responsible for the booking, for adhering to the conditions of hire and must be present at all times during the event

## 2) BOOKINGS

- i) A booking is not considered confirmed until a signed booking form and deposit have been received. Any provisional bookings will be released after 5 working days.
- ii) Deposits:
  - a) 50% deposit is required on completion of the booking form
  - b) the full balance is required 6 weeks before the date of event
  - c) if the date of hire falls within 6 weeks of the booking date, the full balance is required at the time of booking
- iii) If the deposit and full balance are not paid within the timescales outlined above the council reserves the right to cancel the booking and re-let the facility to another applicant. Any monies that have been paid will be refunded to the hirer. The council will not be responsible for any expenditure by the hirer in relation to the booking being cancelled
- iv) PLEASE NOTE: as there is more than one hall available for hire some facilities will be shared (toilets, car park)
- v) **BLOCK BOOKINGS:**
  - a) Before a block booking can be confirmed Stone Parish Council reserve the right to request up to two references (with contact details)
  - b) A deposit of two month's payment is required one month before the first booking takes place. If a block booking is made within one month of the first date, then two month's payment is required at the time of the booking. Invoices will then be sent monthly to the details given on the booking form. If payment is not received by the given time the council reserves the right to cancel the entire block booking
  - c) If the facilities are to be used on a weekly/monthly basis please inform the Facility Coordinator, in writing, of any dates that are not required. As per section 3 (Cancellations) this must be done no less than two calendar months before the date to be cancelled otherwise a cancellation fee may be incurred.



## STONE PAVILION CONDITIONS OF HIRE

### 3) CANCELLATIONS & AMENDMENTS

- i) Cancellation of a booking must be done in writing and received by the council no less than two calendar months from the date of hire, otherwise the hirer may incur a cancellation fee. **This also applies to BLOCK BOOKINGS**
- ii) If a booking is cancelled with less than two calendar month's notice, full cancellation applies, which equates to 100% of the hire charge
- iii) Any cancellation in regards to sub-contracted bookings (equipment hire, catering etc) made on behalf of the hirer will be payable in full by the hirer
- iv) Stone Parish Council reserves the right to cancel any booking and without liability on its part if the hirer fails to adhere to the conditions of hire or the event presented is anything other than the event content declared on the booking form.

### 4) PAYMENT METHODS

- i) The council accepts the following methods of payment: cash, credit/debit card (NOT electron) and cheque
- ii) BLOCK BOOKINGS: Payment can be made via BACS, please speak to your Facility Coordinator to arrange payment this way

### 5) FEES

- i) Please ask the Facility Coordinator for the current hire charges. Please note that these are reviewed on an annual basis and effective from the 1st April each year. These can also be found on the council website.

### 6) CAPACITY

- i) The maximum seating capacity, theatre style (with seating) is:
  - a. Castle Hall: 100
  - b. River Hall: 120
  - c. Council Chambers: 25
- ii) The maximum capacity, for an evening party (where full seating is not required) is:
  - a. Castle Hall: 100
  - b. River Hall: 120

### 7) DAMAGE & SUPERVISION

- i) A returnable damage deposit of £100 is required for all bookings. **Please note that for 16th to 21st birthday parties the damage deposit is £300**
- ii) After an inspection of the hall by the Facilities Assistant, any damage to the building, goods or appliances within the premises will be reported to the Facilities Coordinator and the damage deposit will be confiscated. If no damage is reported the deposit will be returned. If the damage deposit is insufficient to cover the cost of damage then the excess shall be recoverable as a civil debt from the hirer



## STONE PAVILION CONDITIONS OF HIRE

- iii) If an employee or guest is injured by the hirer or anyone attending the function the hirer is responsible for any claims which arise
- iv) If any damage caused to the premises results in other bookings being unable to use the facility the hirer may be liable for any costs associated with this
- v) Any accidents must be reported to the Facility Coordinator on the next working day
- vi) The hirer shall ensure that nothing is fixed to the floors, walls, ceilings or any other interior or exterior of the building
- vii) The Facilities coordinator/Assistant has the right to refuse any article/appliance being brought onto site that is deemed dangerous or offensive.

### 8) SUB-CONTRACTORS

- i) If the hirer is using sub-contractors for such things as catering etc then the hirer is responsible for their conduct. Any damage or liability as the result of the sub-contractor and their actions is the responsibility of the hirer.

### 9) CAR PARKING

- i) Car parking is available at Stone Pavilion on a first-come basis and is free for users of the facility and their guests
- ii) There are two disabled bays available
- iii) Car parking spaces cannot be reserved
- iv) Any car without a disabled badge found parking in a disabled bay will be asked to move

### 10) NUISANCE

- i) The hirer is responsible for ensuring that any music/entertainment provided at the facility shall not cause a nuisance to the local residents or other users of the facility
- ii) If amplified music is to be played then all doors within the facility hired must remain closed
- iii) The hirer is responsible for ensuring that his/her guests arrive at and leave the Pavilion in a quiet manner and do not cause a nuisance to local residents
- iv) Other than guide dogs, no animals are permitted within the pavilion without the consent of the council beforehand.

### 11) SMOKING

- i) Smoking is not permitted within council premises

### 12) BAR PROVISION

- i) Guests are not permitted to bring alcohol on site at any time. Any guests found to bring alcohol onto the premises will be asked to leave
- ii) Stone Parish Council will supply a bar for all events unless otherwise confirmed with the Facility Coordinator; this will include the provision of doormen on a Friday and Saturday night
- iii) For daytime events, the bar is provided at a cost of £10.20 per hour per member of staff; for evening events post 7pm the bar is included in the hire of the hall
- iv) Bar prices are subject to change
- v) When the bar is open guests are not permitted to supply their own soft drinks



## STONE PAVILION CONDITIONS OF HIRE

- vi) Any persons deemed to be under the excessive influence of alcohol on arrival will not be permitted
- vii) The bar staff reserve the right to ask for ID
- viii) Anyone found to be supplying alcohol to persons under the age of 18 will be asked to stop and the drink will be removed from the minor. If caught for a second time they will be asked to leave the premises

### 13) CONDUCT

- i) The council reserves the right to eject from the premises anyone considered to be objectionable (including anyone hired by the hirer for the event) and the hirer will be liable for any costs that arise from this. Such behaviour may result in any future bookings being cancelled
- ii) Illegal substances are not permitted on site

### 14) HOURS OF USAGE

- i) Office opening hours: 09:00am – 17:00pm
- ii) Hours of permitted usage: Mon-Sat 07:30am – 00:00am, Sun 09:00am – 22:00pm
- iii) Bank Holiday hours of usage: 09:00am – 22:00pm
- iv) The bar and all entertainment must finish by 23:45pm on a Mon-Sat and by 21:30pm on a Sunday and Bank holiday
- v) When stating the hours required for the booking please ensure that this includes any set-up time and tidy-up at the end of the booking
- vi) The facility will be unlocked and handed over to the hirer at the time stated on the booking form. The hirer is then the responsible person in charge of the facility. Please note that once the hall is handed over it will not be locked until the finishing time stated on the booking form. The hirer must be on site for the duration of the booking
- vii) The facility must be cleared, with tables and chairs stacked and rubbish removed no later than the permitted hours of usage allows – see point ii
- viii) Any equipment may not be left over night without the Facility Coordinator's permission beforehand. Any equipment left is done so at the owner's risk
- ix) Any booking which continues beyond the hours stated on the booking form may be charged for the additional time
- x) If an event continues beyond the booked time and conflicts with another booking, and despite notice, does not end, the a member of the council staff can enter the facility and end the booking.

### 15) STORAGE FACILITIES

- i) Where storage arrangements have been agreed and provided, all equipment should be clearly labelled and stored in the correct area
- ii) Equipment should be stored safely and without obstruction to other users of the facility. If a hazard is identified the hirer will be informed and asked to remove the hazard
- iii) The hirer is responsible for ensuring that any equipment brought into the premises is safe, especially in relation to electrical equipment
- iv) The council reserves the right to incur a charge for storage facilities
- v) The council reserves the right to ask the hirer to remove any or all equipment without notice but will endeavour to provide two weeks notice and in writing



## STONE PAVILION CONDITIONS OF HIRE

### 16) LOST PROPERTY

- i) The council does not, under any circumstances, accept responsibility for liability in respect of any loss of or damage to property left on the premises.

### 17) BREACH OF REGULATIONS

- i) If the hirer should commit any breach of, or fail to comply with, the outlined conditions of hire, the council shall have the right to terminate the booking(s) and take into regard any breach for future bookings.

### 18) INDEMNITY AGAINST ACCIDENTS, CLAIMS etc

- i) The hirer shall indemnify the council from:
  - a. All claims, demands, actions or proceedings and any loss, damage or injury which may be brought against or suffered by the council arising from or in consequence of the non-observance or non-performance of any of these conditions or regulations or any act, neglect, default or omission of the hirer, their agents etc.
  - b. All claims, demands, actions or proceedings in respect of death or injury to any person howsoever and by whomsoever caused which shall occur or arise from any accident or occurrence which shall happen while such person is in or upon any part of the premises or property of the council during the period of hire or in respect of any loss or damage suffered or sustained by any person in consequence of any such death or injury.

### 19) RIGHT TO AMEND CONDITIONS

- i) The council has the right to amend the conditions of hire as deemed advisable or necessary at any given time.

### 20) LIABILITY TO HIRER

- i) In the event that a facility hired or part thereof is deemed unfit for use as a result of circumstances beyond the control of the council then the council shall not be liable to the hirer for any resulting loss or damage.

### 21) INSURANCE

- i) All **block bookings** must have their own Public Liability Insurance and produce a copy for the Council's records.

### 22) FIRE, EVACUATION & SAFETY

- i) In the event of a fire:
  - a. You must vacate the building via the nearest exit
  - b. Call 999
  - c. Speak clearly and give the exact location
  - d. Await the fire brigade
  - e. Stay at the assembly point – beside the Cricket Square on the recreation ground
  - f. Do not re-enter the premises



## STONE PAVILION CONDITIONS OF HIRE

- ii) Obstructions must not be placed in gangways, exits or in front of fire exits
- iii) Fire equipment will shall be in it's proper place and only used for it's intended purpose
- iv) Performances involving danger to the public will not be allowed
- v) Higly flammable substances will not be permitted on site
- vi) No unauthorised heating appliances are allowed on site
- vii) A first aid box is available to all users of the facilities and can be found in the Castle and River hall kitchens.