

Town Council Pavilions

Information for occasional hirers

The information below is a summary only and should be read in conjunction with the full terms and conditions of hire. Please see the separate Fees and Charges document for prices.

Bookings

All bookings must be made on the official application form for hire. Please factor in your set-up and pack-up time into your total booking time – this may take longer than you expect! Bookings are charged per hour.

Arrival & Departure

A member of staff will greet you at the Pavilion and let you in at the time you have stated on your booking form. They will also attend at the end of your booking to check the premises and lock up the building. They will provide you with their contact details in case of any emergency arising during your hire.

Fire

Fire action procedures are displayed inside the building. You are responsible for the safety of any persons present on site during your booking.

First Aid

A First Aid kit is available. Please advise the duty member of staff if you use the First Aid Box during your booking. Please complete the Accident Book if any accidents occur and notify the duty member of staff.

Tables & Chairs

Tables & chairs are available to use in the building (subject to maximum occupancy levels).

Kitchen

Kitchen facilities are available for your use including kettle or water heater, fridge and oven.

Catering

You may bring your own food and drink, or make arrangements for a caterer to be present to use the Pavilion facilities.

Alcohol

The premises are not licensed for the sale of alcohol.

Decorations

We allow decorations to be put up with White-Tak. These must be removed at the end of the booking.

Equipment

We allow the use of bubble machines and soft play equipment.
Bouncy castles or similar inflatables may only be used if they are fully manned at all times and insured by the provider from whom you are hiring them.

Smoking

Please smoke outside the pavilion, as far away as to not blow smoke back into the building in any capacity. Please also remove any cigarette butts to the nearest public litter bin.

Cleaning

When you enter the building, it should be in a clean condition ready to use. Please let the duty member of staff know of any issues or concerns.

At the end of your hire, please leave the building in a clean condition.

Waste disposal

All waste and rubbish must be taken away with you at the end of your booking. The Council supports as much recycling as possible and would encourage the avoidance of single-use plastics as far as possible.

Car parking

Users of the pavilion must park in a designated car park and may not park anywhere else within the park.

Payment

Payment of your booking must be made in full, in advance. The Town Council accepts payment in cash, by cheque, by BACS or online via WorldPay. Please quote your invoice number or name on all payments.

Cancellation

There is no charge for cancellation with 14+ days written notice.

If cancelling with less than 14 days notice, the hirer will be liable to pay the whole hire fee (except in exceptional circumstances, to be agreed by the Council on a case by case basis).

Cancellation by the Council

The Council may, on rare occasions, have to cancel a booking due to essential safety or operational reasons, or for parliamentary or local elections to take place. The Council will give as much notice of cancellation as possible and will attempt to offer alternative accommodation, where available. Where this is not possible the Council will refund or credit the fee in full.