

Town Council Pavilions

Information for regular 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. Bookings are charged per hour.

Arrival & Departure

As a regular hirer, the Town Council will issue you with a key for the building and will ask you to sign a Keyholder Agreement. It will be your responsibility to ensure the building is secure upon your departure, unless the next hirer has already arrived.

Fire

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

Insurance

We will require proof of your public liability insurance upon booking.

First Aid

A First Aid kit is available. Please advise the Council if you use the First Aid Box during your booking. Please fill in the Accident Book and advise the Council if any accidents take place.

Equipment, including Tables & Chairs

As a trusted regular hirer, you will have access to the storage room in the building. Please be considerate of other users of the facility when storing your equipment. All equipment must be put away at the end of every hire, leaving the hall clear for the next user.

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 Council know of any issues or concerns.

At the end of each 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 pavilions must use the designated car parks and may not park anywhere else within the park.

Payment

The Council will invoice you at the end of each month following the period of hire. Payment must be made within 10 days of receipt of invoice. 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.

If invoices are not paid within the specified time, the Council reserves the right not to honour or accept any further bookings until payment has been received.

Cancellation by Hirer

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

If cancelling with less than 14 days' notice, the hirer will be liable for 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.