

Scholes Pavilion Hiring Agreement

This agreement is made on the _____ between Barwick in Elmet and Scholes Parish Council (BIESPC) and the Hirer named below, whereby in consideration of the sums mentioned: -

A. BIESPC agrees to permit the Hirer to use Scholes Pavilion (the premises) for the purposes and for the period described below, viz :

1. Date and times agreed : -

Date	Time – Preparation		Time - Event		Time – Cleaning Up*	
	From	To	From	To	From	To

A refundable deposit of £50.00 will be required along with half the hire fee to confirm the booking.

HIRER RESPONSIBILITIES:

All rubbish must be removed by the hirer – we do not have Leeds City Council refuse collection at the pavilion

KITCHEN SHOULD BE LEFT AS FOUND, all dishes washed. elsewhere any spillages cleaned up / excessive mud/grass etc swept and cleared

IF THE HIRER IS LOCKING UP (*when a pavilion committee member is not available*) **THE HIRER IS RESPONSIBLE FOR LOCKING ALL DOORS AND SHUTTERS AND TURNING OFF HEATING & LIGHTS**

HAVING CONSIDERATION FOR NEARBY RESIDENTS REGARDING NOISE LEVELS AND CAR PARKING
(The hirer does not have exclusive use of the car park – it is open to bowling & sports users)

2. Hirer

Name (if individual) or Organisation (if applicable) :-

Name of organisation's Authorised Representative - _____	
Note: Persons(s) signing must be 18 years of age or over.	
ADDRESS AND POSTCODE:	TELEPHONE: MOBILE: E-Mail:

3. BOOKING IS CONFIRMED ON RECEIPT OF THE DEPOSIT AND SIGNED BOOKING FORMS

NB: PREFERENCE IS FOR FEES TO BE PAID BY BANK TRANSFER INTO THE PARISH COUNCIL ACCOUNT.

Lloyds Bank sort code **30-90-89** account number **68636168**

Hire Charge	Deposit + 50% to confirm booking	Balance due 1 week before the event

Cancellations :-If an event is cancelled the deposit will be refunded if 4 weeks notice has been given.

4. RETURNABLE DEPOSIT FOR DAMAGES/BREAKAGES AND EXTRA CLEANING

A CHEQUE FOR £50 TO BE PAID BEFORE THE EVENT

A cheque is preferred as it can be returned or destroyed if all is in order rather than having to return money

5. AREAS REQUIRED

MEETING ROOM / KITCHEN / TOILETS	CHANGING ROOMS/OFFICIALS' ROOM	PLAYING FIELD	
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6. Purpose of hire: This will be a public/private event (delete as appropriate)

7. Approximate number of people expected to attend: **(NB: maximum meeting room seated capacity is 50 people)**

8. Will the event have live music? YES/NO

9. Will alcohol to be provided at the event? YES/NO Will it be for sale? YES/NO

If alcohol is for sale, the permission of the BIESPC, and a temporary license, obtained by the hirer from Leeds City Council, will be required.

10. Will any gazebo / tent / bouncy castle or any other structure be erected on the tennis courts YES/NO

NB: BIESPC does not accept any liability for any such structures. Bouncy castles should have own generators.

If Yes please provide details:

11. Will there be any use of the pavilion's power supply for any such structure?

If Yes please provide details:

B. The Hirer agrees with BIESPC to be present during the hiring and to adhere to the provisions and stipulations contained or referred to IN 'RESPONSIBILITIES' above and in the BIESPC's "Terms and Conditions". It is hereby agreed that the standard conditions of hire shall form part of the hiring agreement.

1 The Hirer will be responsible for any damage caused and shall either make good the damage at his own cost or BIESPC shall at its discretion deduct the cost from the deposit paid.

2 The premises shall only be used for the purposes indicated on the Hire Agreement and shall not be used for any unlawful or unsuitable purpose including betting, gaming or lotteries

3 The Hirer shall indemnify BIESPC against all claims losses damages and costs made against BIESPC as a result of the use of the premises by the Hirer or caused by a third party as a result of the use of the premises by the Hirer

4 The Hirer to ensure that any activities for children should have a person who has passed the appropriate Criminal Records Bureau checks present.

5 the Hirer shall ensure he/she is familiar with fire safety requirements including the location of fire exits and fire equipment

6 No smoking or vaping is allowed on the Premises

7 No animals (other than guide dogs) are allowed on the premises

8 No drunk or disorderly conduct

9 Compliance with health and hygiene standards if food is served

10 Requirement to ensure any electrical appliances brought onto the premises are safe

11 No liability on BIESPC for anything stored on the premises (could have separate agreement for storage?)

12 No unauthorised heating appliances allowed on the premises

13 If goods are sold on the premises to follow the code of practice on fair trading and ensure the price of goods are clearly displayed.

14 No alteration to the premises allowed

15 All functions must end by 10.30pm (or other specified time)

16 No payment by cash allowed, and payment by cheque must be by prior arrangement

17 All faults detected on the premises to be reported as soon as possible

18 No flyposting is allowed on the premises

Completion of this form does not indicate acceptance of the booking until signed by BIESPC/ Pavilion Committee.

Signed by: _____ BIESPC/Pavilion Committee Dated

Signed by: _____ Hirer Dated