

Pavilion Room Hire - Terms and Conditions

The accommodation is hired on the understanding that, during the period of the event, the named hirer accepts full responsibility for ensuring that these terms and conditions are followed

1. Definitions

- **Hirer:** The individual or organisation renting the space.
- **Event:** The activity or gathering taking place at the Pavilion.
- **Venue:** The Pavilion facility being hired.
- **Pavilion Manager:** The person responsible for overseeing bookings and enforcing policies. Email address pavilionmanager@dbhparishcouncil.co.uk
- **Emergency contact numbers:** 07491217964 or 07861212406

2. Hire Charges From 1st January 2026. Prices Inclusive of Vat.

Category	Charge per Hour (£)	Maximum Occupancy
Meeting Room	£18.00	39
Hall	£20.00	102

3. Payment Terms & Deposits

- The hire charge and deposit must be paid in full **three weeks before the event**. Proof of identity (e.g., one utility bill, driving license, passport) must be provided.
- A **holding deposit** between **£50 - £100** is required at the time of booking.
- Following the post-event inspection, if the deposit does not fully cover the cost of replacing a set of keys or any expenses incurred due to damage, extra cleaning, waste disposal, or other additional charges, the hirer will be responsible for paying the outstanding balance in full.
- Provided that everything is left as you found it and the keys are returned, the deposit will be refunded within 5 working days.
- If any terms of this agreement are violated, **the deposit is non-refundable**.

4. Cancellation Policy

Cancellations due to exceptional circumstances will be charged at the Pavilion Manager's discretion:

- **Within 2 weeks of the event:** Full charge applies.
- **Within 2-3 weeks of the event:** 50% of the hire rate.

5. Pavilion Usage Rules

- **Timeliness:** Arrive and leave strictly within the booked time. Any additional time will be charged at **double the standard rate** (minimum £50 charge).
- **Damage Liability:** The hirer takes full responsibility for any damage caused during the hire period.
- **Cleaning Responsibilities:** Ensure that the premises are left in a clean and fit state for the next users.
- **Smoking Policy:** **NO SMOKING** inside the premises. Avoid using any items that produce smoke or vapor, as they may trigger the fire alarm.
- **Kitchen Use:** Only a responsible adult may operate kitchen appliances, including the cooker and hot water boiler. Any cups, plates, glasses and cutlery used, should be washed, dried and put back in the cupboards.
- **Electrical Equipment:** Any electrical devices brought in must be **PAT tested**.
- **Door Safety:** Do not wedge doors open.

6. Insurance Requirements

- The hirer must obtain **public liability insurance** for their event if required.
- The venue is not responsible for **loss, theft, or damage** to any property brought onto the premises.

7. Compliance with Laws

- The hirer must comply with all **applicable laws and regulations**, including health and safety, fire regulations, and local authority requirements.

8. Items NOT Allowed On-Site

- **Gas burners Disposable BBQ's**
- **Confetti /Oils/ Dye** (Any damage due to oil or dye transfer will be charged.)
- **Disposable BBQ's**
- **Fireworks** (Full deposit will be withheld.)

If you are in doubt about any items you are wanting to bring to your booking please ask.

9. Noise Control

- Keep noise levels appropriate for a **residential area**.
- Please keep all doors **closed** if playing music to avoid disruption to our neighbours.

10. Alcohol & Licensing

- The Pavilion is **NOT licensed** for alcohol sales.
- If you wish for alcohol to be **sold or given away** at your event, the hirer must initially request approval from the Parish Council. Once approved, you can then apply for Temporary Events Notice (TEN), at least **10 days before the event** via:

[Temporary Events Notice \(England and Wales\) - GOV.UK](https://www.gov.uk/government/publications/temporary-events-notice-ten)

11. Fire Safety / Alarm Activation

In the case of a fire:

- **Activate the nearest fire alarm** and **call 999**.
- Vacate the building immediately and assemble on the Playing Fields by the first wooden container.
- Check that all members of your party are present.

In the event of a false alarm:

- Go to the fire panel located by the main entrance at the front of the building.
- Turn the red key to the '1' position, push the red button followed by the white button, wait 10 seconds and push the green button. This will reset the system.
- Turn the red key back to '0' position.
- Once the above has been completed please call one of the emergency numbers listed on page 1.

It is essential that you immediately notify one of the emergency telephone numbers listed on page 1, in the event of a **fire alarm** or **intruder alarm** activation. Failure to do so may result in the emergency services attending the site unnecessarily, which could lead to any resulting charges being passed on to you.

12. Accidents and First Aid

- In the event of an accident of any kind during your hire, it is your responsibility to document the incident and notify the Pavilion Manager via email within **24 hours**.
- A **First Aid Incident Form** will be provided for you to complete and return. This is a mandatory part of our health and safety procedure and helps ensure a safe environment for all users.

13. CCTV Monitoring and Data Protection

- The Pavilion is equipped with **CCTV cameras** for security and safety purposes.
- By hiring the premises, the hirer acknowledges and agrees that their event may be recorded.
- CCTV footage is stored in compliance with **data protection laws** and will only be accessed by authorized personnel.
- Footage may be shared with **law enforcement** if required for legal or security purposes.
- Hirers should inform their attendees about the presence of CCTV if necessary.

14. Closedown Checklist (Hirer Responsibility)

The hirer must ensure the premises are cleaned, secured, and vacated by the agreed hire time:

- **Chairs** have been stacked and returned.
- **Tables** have been cleaned and returned.
- **Floors** have been swept and mopped
- **Toilets** have been left clean and tidy.
- **Kitchen** has been left clean and tidy and all necessary appliances switched off.
- **Windows and doors** have been closed and locked.
- **Exterior shutters** are down & the security alarm is set.
- **All rubbish** has been taken home.
- **Any breakages** should be reported to the Pavilion Manager ASAP.

15. Entire Agreement Clause

- These terms constitute the **entire agreement** between the hirer and the Pavilion and supersede any prior agreements or understandings.

16. Pavilion Staff Rights

A Parish Council representative may visit the premises **at any time during the event** and may **terminate the hire** if terms and conditions are not followed

17. Keys

- If you lose your keys please contact the Emergency telephone numbers listed on page 1

Having signed these terms and conditions we will assume you have read them and agree to them.

Date:

Client Name:

Client Signature: