



BOOKING ENQUIRY FORM

**For The Pavilion and/or The Recreation Ground, Hurstbourne
Priors, Whitchurch, Hampshire, RG28 7SB**

**PLEASE USE CAPITAL LETTERS WHEN COMPLETING YOUR
DETAILS**

Date(s) booking required ('Period of Hire'):

.....

Times:

**Facility required: Pavilion OR Recreation Ground OR Pavilion & Recreation Ground
(Circle the facility required)**

Purpose of Hire:

.....

**Name, Address, Telephone number & Email address of the person making the booking,
("the HIRER")**

Name:

Address:

.....

Postcode:

Telephone no.:

Email address:

Signature of the 'HIRER':

PLEASE NOTE that the 'HIRER' of any facility booked is the designated 'Responsible Person' so far as the strict adherence to the terms and conditions of hire as set out below.

This is a legally binding document.

The following CONDITIONS OF HIRE are strictly enforced and therefore the 'HIRER' of the facilities is recommended to read and understand the conditions before returning this booking form, seeking clarity from the Parish Council Clerk if required.

Hire Rates

The hire rates of the facilities are subject to the specific requirements of the 'HIRER' and will be discussed and agreed upon between the 'HIRER' and Hurstbourne Priors Parish Council.

**Please return your BOOKING ENQUIRY FORM to: Clerk to the Council at
spm58@btinternet.com**

Upon receipt of the completed BOOKING ENQUIRY FORM the 'HIRER' will be contacted to discuss the details of the enquiry and to determine the agreed rates of hire.

FACILITIES INCLUDED IN THE HIRE CHARGE OF THE PREMISES

- Use of the Pavilion – Kitchen, toilet, changing rooms and reception room until **2230 (10.30pm) on the day(s) of hire**
- Use of the Recreation Ground within the vicinity of the Pavilion until **2230 (10.30pm) on the day(s) of hire**
- The ‘**HIRER**’ and all other persons do **NOT** have exclusive use of the Recreation Ground and free access to the recreation ground including the play area is always available to and accessible to members of the public during the ‘**Period of Hire**’

TERMS AND CONDITIONS OF HIRE

- **THE USE OF THE FACILITY AND THE GROUNDS IS PROHIBITED AFTER 2230 (10.30PM) ON THE DAY(S) OF HIRE**
- **NO SMOKING IN OR WITHIN 50 METRES OF THE PAVILION**
- **NO NAKED FLAMES OR FIREWORKS ALLOWED**
- **NO LIT BARBECUES WITHIN 50 METRES OF THE PAVILION**
- **NO VEHICLES ARE ALLOWED ON THE RECREATION GROUND EXCEPT ON A TEMPORARY BASIS FOR THE DELIVERY OF EQUIPMENT, SUBJECT TO THE CONDITION OF THE GROUND BEING SUITABLE TO TAKE VEHICLES WITHOUT ANY DAMAGE BEING CAUSED**
- **MARQUEES & INFLATABLES MAY BE ALLOWED BY SEPARATE NEGOTIATION WITH THE PARISH COUNCIL – SUCH INSTALLATIONS ARE INSTALLED ENTIRELY AND SOLELY AT THE HIRER’S RISK WHEN THE SUPPLYING COMPANY MUST PROVIDE THE PARISH COUNCIL WITH DETAILS OF THEIR INSURANCE POLICY**

- **THE PAVILION AND RECREATION GROUND MUST BE LEFT IN A CLEAN AND TIDY CONDITION AND ALL EVENT RUBBISH REMOVED FROM THE SITE AND POST EVENT WILL BE SUBJECT TO INSPECTION OF THE FACILITY BY THE PARISH COUNCIL REPRESENTATIVE**
- **The 'HIRER' shall only use the Premises during the agreed 'Period of Hire' for the stated purpose given when completing this BOOKING ENQUIRY FORM**
- **The 'HIRER' as the 'Responsible Person' shall be responsible for the hired facilities and for the health and safety of all those using the hired facilities throughout the period of hire. This shall include, but is not limited to, preventing any damage to the facilities by those attending, ensuring that those who attend do not cause any public disorder and/or public nuisance and overseeing proper supervision of car parking arrangements so as to avoid obstruction of the entrance to the Recreation Ground and neighbouring properties**
- **When the 'BOOKING ENQUIRY FORM' is completed and returned to the Clerk to the Parish Council, the 'HIRER' will be contacted to discuss the details of the enquiry and to determine the rates of hire.**
- **A 'Deposit Payment' of a minimum 10% of the agreed hire rate is required to secure any booking. The booking, will be confirmed in writing by the Clerk to the Parish Council once the 'Deposit Payment' has been made to the Parish Council**
- **The 'Deposit Payment' is non-refundable and will be retained by the Parish Council in the event of a cancellation by the 'HIRER'**
- **The outstanding amount of the hire rate shall be paid by the HIRER 8 weeks before the period of hire. Failure to do so will result in the cancellation of the booking by the Parish Council**
- **In addition to the hire charge for the facility, the 'HIRER' may, at the sole discretion of the Parish Council, be required to pay an additional security deposit which shall be retained (in full or in part) by the Parish Council in the event of damage to any part of the facilities (including all furniture and fittings) and in the event that, additional cleaning of the facilities is required**