UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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**Upton Pavilion**

**Wealstone Lane**

**Upton**

**Chester**

**CH2 1HB**

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**Upton by Chester and District Parish Council**

**Pavilion Bookings Policy/Conditions of Hire**

**These conditions of hire apply to all hiring of the Pavilion or parts thereof. Should there be any doubt as to the interpretation of these conditions the matter should be referred to the Pavilion Supervisor for clarification.**

**The Parish Council reserve the right to cancel or change a booking if necessary and to refuse a verbal booking without giving a specific reason.**

1. The facilities are available to the public and private parties are welcome so long as time slots are available.
2. Regular bookings (weekly or monthly) take priority when establishing the next year’s calendar during the winter. After this is completed, ‘casual’ bookings will be dealt with as they arise.
3. Regular users have the facility to book a series of dates; however the Parish Council cannot guarantee availability.
4. Sufficient flexibility will be retained at weekends to allow community events to be added during the year at short notice.
5. The hirer must not use the premises for reasons other than those specified in their application for hire nor sublet the premises to other persons. The premises must not be used for any unlawful purpose or for any activity likely to be hazardous to the building or to any persons therein.
6. There are no bar facilities and the Pavilion does not have an alcohol licence. No alcohol may be brought onto the premises without permission from the Pavilion Supervisor.
7. The period of a booking includes arrival/ set up/ clear up and leaving the site, to enable ‘back to back’ bookings to operate successfully.
8. Independent bookings of the function room, meeting room and changing rooms take into account any clashes of other facilities (car park, kitchen etc) but the two groups are encouraged to co-operate for the common good.
9. All casual bookings are honoured unless circumstances make the facility unavailable for use. Some bookings need to be conditional to cater for occasional overriding requirements (such as shutdowns or major community events not defined at the start of the year). When these cancellations occur we seek to help our customers find alternative venues.
10. When users cancel, one month’s notice is required to avoid paying the hire fee.
11. Adult private parties are only accepted under certain special conditions. Daytime private parties for local children are encouraged combined with use of the Queen Elizabeth II Playing Fields.
12. The Parish Council does not allow the Pavilion to be used for events that could cause disruption or upset to local residents and includes auction sales (unless for charity), parties for persons between the age of 13 and 25 and events involving livestock.
13. Noise by users should be kept to a reasonable level.
14. The hirer is responsible for the supervision and care of the premises, its fabric and its content and shall be responsible for any damage caused. The hirer is also responsible for the conduct of all persons using the premises and also their behaviour on leaving. Any damage caused must be paid for. Hirers may be asked to pay a deposit towards any possible costs incurred.
15. A deposit of £20 is required for the use of the kitchen, which will be returned after the booking is complete and the facilities left in the condition in which they were found.
16. Casual bookings are required to be paid in full at the time of booking which is not confirmed until payment is received.
17. The hirer must comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Pavilion Health and Safety Policy.
18. Hirers will be given a copy of the Health and Safety Policy, the Bookings Policy and Conditions of Hire document.
19. Users should acquaint themselves with all exits (normal & emergency). These doors (internal & external) must be kept clear at all times such as not to impede emergency evacuation.
20. All fire doors are marked as such and under no circumstances should they be wedged open. For any major events involving numbers exceeding 50, the hirer must check that all exits are unobstructed. This includes checking that emergency exits are unlocked and functional as intended. All external doors should remain unlocked when the hall is in use.
21. In the event of an outbreak of fire, however slight, the building must be evacuated immediately. Fire extinguishers are provided at all exits to assist in clearing a path for emergency exit. The muster point is the car park.
22. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should be called on 999 as soon as possible. The hirer should know how many people are present in their group and is responsible for making them aware of the correct procedure in the case of fire.
23. It is the responsibility of the hirer to safeguard children and young people according to the Government Code of Practice.
24. All accidents must be reported to the Pavilion Office as soon as possible.
25. No birds or animals other than guide dogs may be brought into the building.
26. No cooking or preparing of food is permitted without the permission of the Pavilion Supervisor. If preparing, serving or selling food, the hirer must observe all relevant food and hygiene regulations*.*
27. Any electrical appliance brought into the building must carry a PAT certificate.
28. The Parish Council reserves the right to cancel a booking in the event of:

* The premises being required for use as a Polling Station.
* The premises being required for emergency accommodation.
* The Parish Council considering that the hiring could lead to a breach of the licensing conditions or that unlawful or unsuitable use of the premises may arise.
* The premises becoming unfit for use by the hirer. In such a situation, the hirer shall be entitled to a full refund of the hire fee paid. The Parish Council shall not be responsible for any resulting direct or indirect loss or damages incurred by the hirer.

1. The use of any form of smoke generation or dry ice making machinery is strictly forbidden without written permission of the Parish Council
2. No alteration of the premises is permitted nor may placards, decorations or other such items be attached to any part of the premises without the written approval of the Parish Council. The hirer must remove any such items before leaving and must make good any damage caused thereby.
3. If permission is granted then the Pavilion Supervisor will inform other Hall users.

***Maximum Numbers of persons permitted in rooms***

*Per Changing Room:*

*Meeting room:*

*With tables set out: 30*

*For meetings (in rows) 50*