

Hornton Pavilion

Standard Conditions of Hire

The Hirer

Shall pay for the hire of the Hall and its facilities in advance, on return of the hire form to the bookings secretary.

The Hirer will, during the period of hire be responsible for:

Ensuring that all approaches to, and ways from, exit doors are free from obstruction

1. Supervision and care of the premises, the fabric and contents, to avoid damage however slight.
2. The behaviour of all persons using the premises, whatever their capacity.
3. Proper supervision of car parking arrangements, to avoid obstruction of the highway.
4. Ensuring that noise is controlled so as not to disturb local residents.

The Hirer:

1. Shall observe the requirements as laid down in The Music Licence for public dancing or music.
2. Shall not subject or use the premises for any unlawful purpose, or in any unlawful way
3. Shall not allow the use of naked flames at any time, particularly candles.
4. Shall be responsible for, and for obtaining a licence for the sale and consumption of alcohol.
5. Must submit to the bookings secretary when requested, any programme details required by PPL PRS Ltd (Phonographic Performance and Performing Rights Society).
6. Shall pay for the cost of repair or replacement for any damage done to any part of property including loss or damage to furniture, equipment and fittings.
7. That all functions end by midnight – an hour is allowed for clearing up after this.

At the End of the period of Hire, The Hirer shall be responsible for:

1. Replacing chairs and tables temporarily removed from their usual position.
2. Cleaning the oven, hob, refrigerator and freezer if used.
3. Returning crockery, cutlery and glasses to their dedicated cupboards and shelves.
4. Closing all doors and windows.
5. Turning off all lights and electrical appliances.
6. Leaving the premises and surrounds in a clean and tidy condition, properly locked and secured and the key replaced in the key box at the entrance.
7. Informing the bookings secretary of any breakages and any problems/issues.

The Hall Management Committee

1. Shall not be liable to the hirer for any resulting loss or damage to anything belonging to them or their guests.
2. The committee reserve the right to admission to any function for one or two officers for any period.
3. To refuse any application for hire of the hall for any reason it may consider sufficient.
4. To pass on any costs or charges incurred as the result of the hirer leaving the premises in an untidy or damaged condition.

Use of the Playing Field

Hirers of the Pavilion have full use of the playing field during the period of hire, provided this is booked in advance and there are no sporting fixtures scheduled.

Waste

A blue bin for recycling (paper, card, plastics, glass and metal) and a green bin for other waste is provided. A large silver caddy is provided for food waste. **All excessive waste must be taken away by the hirer.**