



## STANDARD CONDITIONS OF HIRE

For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. The CLUB shall mean Pirton Sports and Social Club.

### KEYS AND SECURITY

**The Hirer is responsible for picking up the keys for the pavilion, unless otherwise agreed in advance.**

Keys are available from the following Committee members:

Steve Smith	07721 746872	<a href="mailto:chairman@pirtonssc.co.uk">chairman@pirtonssc.co.uk</a>
Alan Scott	07967 655663	<a href="mailto:alan@the-familyscott.com">alan@the-familyscott.com</a>
Lizzie Kewell	07877 518673	<a href="mailto:bookings@pirtonssc.co.uk">bookings@pirtonssc.co.uk</a>

**PLEASE ENSURE THAT AT THE END OF THE HIRE PERIOD - all lights etc are switched off, the heating (if used) has been turned down to 7 degrees, and the doors to the Pavilion are locked, before returning the keys to one of the Committee members, or as otherwise agreed.**

#### Use of Facilities

1. The Hirer shall not use the premises for any purpose other than that described in the contractor hire. They shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect of thereof.

#### The Hirer's Undertakings

2. **Supervision.** The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements as to avoid obstruction of the highways.

3. **Public Safety Compliance.** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Procedures in respect of fire safety are contained in the Hirer's User Guide.

4. **Health and Hygiene.** The Hirer shall, if preparing or serving or selling food observe all relevant food health and hygiene legislation and regulations.

5. **Electrical Appliance Safety.** The Hirer shall ensure that any electrical appliances brought onto the premises and used shall be safe and in good working order and used in a safe manner.

6. **Indemnity** The Hirer shall indemnify the Club for the cost of repair of any damage done to any part of the property, including the contents of the buildings, which may occur during the period of the hiring or as a result of the hiring. If a deposit has been paid by the Hirer to the Club, the Club will, within 28 days of the termination of the period of hire, repay such deposit to the Hirer, less the sum of rectifying any damage caused to the premises and/or contents during the period of hiring or as a result of the hiring. Loss and damage will be charged at cost plus 10%.

7. **Accidents and Dangerous Occurrences.** The Hirer must report all accidents involving injury to the public, as soon as possible. Any failure of equipment, either that belonging to the Pavilion or brought

in by the Hirer must also be reported as soon as possible. In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 accidents or injuries or a serious nature must be reported to the Health and Safety Executive.

8. **Compliance with the Children's Act** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children. The Club require an adult to child ratio of 1:6 for all children's parties.

9. **End of Hire** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced, otherwise the Club shall be at liberty to make an additional charge. The Hirer is responsible for closing up and locking the pavilion before returning the keys.

10. **Noise** The Hirer shall ensure that the minimum of noise is made on arrival and departure and that the noise level of the event is such that it does not cause interference with other activities within the building or inconvenience for occupiers of nearby premises.

#### The Club's Undertakings

11. The Club accepts **no** responsibility for (a) articles deposited in the cloakroom or in any other part of the building or (b) damage to stage property, costumes or any other property left in any of the premises or the adjoining car park.

#### 12. APPLICABLE TO COMMERCIAL HIRERS

The Club will not under any circumstances accept responsibility or liability in respect of any losses, claims or proceedings or other liability incurred due to death, injury or loss incurred by the hirers of the Sports Pavilion expect where such death, injury or loss is due to the negligence of the Club.

#### 13. APPLICABLE TO ALL HIRERS

The Club will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the Sports Pavilion either by the hirer or by any other persons.

## CANCELLATION BY THE HIRER

14. If the Hirer wishes to cancel the booking before the date of the event and the Club is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Club. When cancellations are made the original booking voucher must be returned forthwith to the Bookings Clerk.

## TERMINATION BY THE CLUB

15. **Unfit for Use.** In the event of the Sports Pavilion or any part thereof being rendered unfit for the use for which it has been hired, the Club shall not be liable to the hirer for any resulting loss or damage whatsoever.

16. **Refusal of Booking.** The Club reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days'

notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the Hirer to the Club but the Club shall not be liable to make any further payment to the Hirer.

## GENERAL

20. **Fees and Charges** must in all cases be paid prior to the event date. The fees and charges are those fees and charges ruling at the date of the event. The Club reserves the right, where there has been an increase in the fees and charges between the date of the hiring agreement and the date of the function to charge the Hirer the appropriate increase which shall become due on demand.

21. **Sale of Goods** No commercial sale of goods is permitted without the written consent of the Club.

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## General Privacy Notice

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### The Club's Right to Process Information

General Data Protection Regulation Article 6 (1) (a) (b) and (e): Processing is with consent of the data subject.

### Information Security

Pirton Sports & Social Club takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose for which it was collected and only for as long as is necessary, after which it will be deleted.

### Access to Information, Information Correction and Deletion

You have the right to request access to the information we hold on you. If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please inform us if you wish us to delete the information about you.

Contact the Chairman: [chairman@pirtonssc.co.uk](mailto:chairman@pirtonssc.co.uk)

### Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact: [chairman@pirtonssc.co.uk](mailto:chairman@pirtonssc.co.uk)

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep them up to date in protecting your data.

### Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Club Chairman: [chairman@pirtonssc.co.uk](mailto:chairman@pirtonssc.co.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113