

**Revised May 2018**

**MEADOW PLAYING FIELD AND PAVILLION  
HIRE AGREEMENT**

This agreement is made between the **Mortehoe Parish Council** and the **Hirer** to use Meadow Playing Field/ Pavilion for the purpose and the period described below.

**Hirer** Name/Organisation.....

Address.....

.....

.....

Postcode.....Tel: no.....

**Purpose of Hire**.....

**Facilities Requested: Pavillion**  **Football Pitch**   
(please tick as required)

**Period of Hiring**

<b>Day / Date</b>	<b>Morning Session 9.00--12.30</b>	<b>Afternoon Session 1.30-5.00</b>	<b>Evening Session 6-10.30</b>

Please use continuation sheet for block bookings ( see overleaf). Only full sessions . can be booked.

**Total cost of hire £ .....** (see fees on next page)

♦ Please send payment for booking, plus the returnable deposit of £50, with booking form to : Mortehoe Parish Council, The Esplanade, Woolacombe, Devon EX34 7DL (cheques should be made payable to "Mortehoe Parish Council) or **Preferably, email back to say booking form all correct and you agree with conditions and pay by bank transfer to: Account Name- Mortehoe Parish Council Account number 61408496 Sort Code 400913 Please quote your name as reference Booking not valid unless payment made in advance**

♦ Please call Janet on 01271 870542 / 07947876757 during the week prior to booking to get details of keycode

♦ The Council will take seriously any breaches of the hire agreement or health & safety policy

**Name of person responsible**

(Block capitals).....

(Signature)..... Date.....

## **SMOKING ANYWHERE ON THE PREMISES WILL BE TAKEN AS A BREACH OF BOOKING POLICY.**

### **Insurance**

**The condition of hire states that your organisation should be appropriately insured.**

Please confirm you have public liability insurance Yes/ NO

Name of your insurers.....

Date of confirmation of being insured .....

### **Hire Charges**

#### **Pavillion**

Parish Organisations: £20 per session day time. £35 per evening session Mon-Fri  
£30 per session day time £45 per evening session Sat/Sun  
*Block bookings of 5+ sessions will be given a 20% discount.*

Outside Organisations £45 per session day time, £55 per evening session

*Special events by negotiation.*

#### **Football Pitch**

**£35.00 per match**

The above charges include electricity and heating  
All payments to be received before date of booking

- ◆ **All booking fees to be sent to Morteohoe Parish Council with booking form. In addition, a returnable deposit of £50 is required. This will be returned once the hall has been checked for damage and cleanliness.**
- ◆ **Hire charges are reviewed annually by the Parish Council**

#### **The Hirer Agrees**

- ◆ To be present during the hire of the pavilion.
- ◆ Time is allowed of ½hr before and after your event to set up clear away tables and chairs. ***This time cannot be used as part of your booking.***
- ◆ To ensure your event is appropriately insured.
- ◆ **To adhere to the no-smoking policy**
- ◆ To ensure that the facilities are used for the purpose stated on the booking form.
- ◆ Numbers of persons attending do not exceed 60
- ◆ To leave the pavilion in a clean and tidy condition (*see check list below*)
- ◆ That recompense will be made to the Council for any damage to the Pavilion or the Meadow during its use.
- ◆ Adhere to the Council health and safety policy
- ◆ To be respectful and considerate of other premises users.
- ◆ To make themselves aware of the evacuation procedures of the premises.
- ◆ To make themselves aware of the licensing conditions of the pavilion and to adhere to the conditions.

- ◆No football boots are to be worn inside the pavilion. They must be removed before entering
- ◆No pictures/posters to be put up without prior agreement- and **if agreement given-** no sellotape used (or anything that can mark paintwork)
- ◆All breakages must be reported to hirer a.s.a.p.

**The Council reserve the right to enter all events where they believe there is a breach of the halls' policies.**

### **End of session checklist**

- 1. Empty all internal bins (remember to recycle), and if possible take away any rubbish with you. If not possible - please make sure all rubbish is left just inside the entrance door -tied up ready to be collected**
- 2. Check tea urn and cooker are turned off (*Please ensure tap on urn is locked*)/  
**Please clean and put away anything you have used (eg cups/plates)****
- 3. Check that all electrical appliances are turned off- not forgetting heaters !**
- 4. Check toilets are clean and tidy. If Showers used -please clean.**
- 5. Brush and clean floors- please make extra sure that the hall floor is left with no dirt lying on it as some groups need to lay/sit on floor. Eg exercise groups/ babies**
- 6. Close all internal doors**
- 7. If chairs / tables used- please re stack them- leaving hall clear**
- 8. If Meadow is used please check for litter and also make sure gates are closed (to prevent dogs from entering the enclosed area and leaving deposits.**
- 9. Check Pavilion doors are locked before leaving**
- 10. Return key to key safe, ensuring key safe is closed tight and numbers mixed.**

**PLEASE KEEP THIS COPY**

**Contact details.**

◆Bookings:            Janet Keiff    01271 870542   07947876757

◆Council Office : Sally Hocking 01271 870247

