

Grindleton Pavilion Booking Form

Hire Details

Name of Hirer Please include organisation, if applicable.	
Address of Hirer	
Email address	
Telephone number / mobile number	
Date facilities required Start/finish time	
the premises	Grindleton Pavilion, Sawley Road, Grindleton, Clitheroe BB7 4QS

For Latest Charges: see website (www.grindletonpavilion.org.uk) or contact the Pavilion Bookings coordinator on: grindletonpavilion@gmail.com

Hire charge: The Full Hire Charge is payable no later than 21 days before the event and an invoice will be sent. For large or recurring events a deposit of 25% of the full hire charge may be requested to confirm the booking, and the balance of the full hire charge shall be payable no later than 21 days before the event unless otherwise agreed in writing between GRGC and the Hirer. Where appropriate the Grindleton Recreation Ground Charity (GRGC) may require a further, fully returnable Additional Deposit of £50 to cover minor breakages and damage. See Conditions of Hire.

* **Please note:** if a charge is levied for the sale of alcohol then the bar services must be provided by GRGC, unless there is prior written agreement from the Committee.

Acceptance of Conditions of Hire (given overleaf and to be read prior to return of the form)

I/We agree to be bound by the Conditions of Hire, which I have read, and to pay any such additional costs as may arise from my use of the premises under these conditions.

Signed (Hirer) Date:
(duly authorised by the organisation referred to above where applicable)

Confirmation of Booking

On behalf of GRGC, I confirm the booking details for the use of the facilities as given above.

Signed: Print Name: Date:

Please return a signed or electronic copy of this booking form to the bookings co-ordinator – grindletonpavilion@gmail.com

An invoice will be sent. Please make cheques payable to “Grindleton Recreation Ground Charity” and return to the address on the invoice or pay by bank transfer (details on invoice).

If the Full Hire Charge is not received by GRGC by 21 days prior to the event then GRGC may cancel the booking at any time prior to receipt of the charge, and in the case of a large or recurring booking may retain any deposit paid. If the booking is cancelled please see Condition 12 of the Hire Conditions.

Grindleton Pavilion Standard Conditions of Hire

The booking of The Pavilion facilities indicates acceptance of all the conditions of hire. Any variation should be discussed and agreed in writing by the manager.

General Guidance:

Start/finish time: Access to the building will be arranged with the manager. Events must finish by 11.30pm on Friday and Saturday and 10.00pm on other days in order that the building can be completely vacated by 12 midnight or 10.30pm respectively. This is part of the Planning Permission for the building.

Sale of alcohol: This must cease by 11pm on Friday and Saturday and 9.30pm on other days.

Emergencies: There is no telephone in the hall. Hirers should bring a fully charged mobile phone for use in the case of emergency.

Decoration of the Hall: Please do not use Blue Tack, Sellotape or drawing pins. There are hooks on the beams to which decorations may be attached.

Noise: The hirer shall ensure that the minimum of noise is made on arrival and departure and that no unreasonable noise emanates from the premises during the period of hire. The windows and doors on the west facing elevation of the building shall be closed and remain closed after 9pm in accordance with planning permission and licensing arrangements relating to the premises, save in the case of emergency and the need to use fire exits.

Conditions of Hire:

1. The Hirer will remain on, and be responsible for, the supervision and care of the premises, during the hire period.
2. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to the building or to any part or parts thereof or to any fittings, equipment or other property therein and shall pay for any damage thereto (including accidental damage) caused by any act or neglect of himself, his servants, agents or any person resorting to the building by reason of the use of the premises by him. (Note: It is suggested that in the Hirer's own interests he arrange private insurance to cover all such damage).
3. The Hirer will be responsible for providing adequate personnel for the supervision, running and security of the function, including the car park
4. **FIRE SAFETY** The Hirer must make themselves, and any individuals using the premises as part of their Hire, aware of emergency escape routes, the location and use of fire extinguishers and Fire Procedure. All means of exit from the building must be kept free from obstruction at all times. The Fire Procedure is prominently displayed within the premises and on the Grindleton Pavilion website. It can be found at the end of this booking form.
5. GRGC does not accept any responsibility whatsoever attributable to any damage or loss by fire, theft or from any other cause, to any articles or other belongings brought onto the premises for sale, exhibition or for any other purpose.
6. GRGC shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God that may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
7. The Hirer shall, at the expiration of the period of the hiring leave the premises in a clean and orderly state. In the event of a breach of this clause the Hirer shall pay to GRGC any expenses incurred by it in cleaning and tidying the premises.
8. The premises must be used only for the purpose for which they are hired. The Hirer may not sub-hire or transfer any portion of the building to any other person and must vacate the premises upon expiry of the period of hiring.
9. The Hirer shall be liable for and shall indemnify GRGC in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the premises by reason of the use of the premises by the Hirer.
10. GRGC retains the right, at its discretion, to refuse to hire the premises, or part, to any person or body. GRGC will not normally accept bookings for events where the enquirer and/or main parties to the booking are age 25 or under.
11. All applications for the hire of rooms must be in writing, using the Grindleton Pavilion Booking Form. The person by whom the application form is signed or who returns it electronically shall be considered the Hirer. Where an organisation is named on the application form, that organisation also shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs or returns the form.
12. Where required, the application must be accompanied by the Additional Deposit, which will be refunded in full if the premises are left in a satisfactory condition. The cost of breakages, damage or additional cleaning costs incurred will be deducted from this refund. The Hirer shall, nevertheless, be liable for all such costs in excess of the sum deposited.
13. In the event of cancellation by the hirer less than 21 days before the event, or first recurring event, the Full Hire Charge will be retained. All these terms are subject to the discretion of GRGC.
14. The premises have a premises licence pursuant to the Licensing Act 2003. Bar facilities will normally be provided by Grindleton Recreation Ground Charity Committee. Please see the website for details.

15. CAPACITY

The maximum number of persons who may be accommodated is as follows

Main Hall – all events 80

Meeting Room – seated 35 (rows or tables)

Under no circumstances may these limitations be exceeded.

16. The Hirer is expected to know and comply with the relevant regulations appertaining to any activity that the Hirer is organising including:

food, health and hygiene regulations
gaming, betting and lotteries
licensing conditions.
17. The Hirer shall ensure that any electrical appliances brought into The Pavilion and used there, either by him or on his behalf, shall be safe, in good working order and used in an appropriate manner.
18. At the end of the hire period **all bins shall be emptied and the refuse removed from the premises** (bin liners for this purpose are provided).
19. There shall be no smoking in any building on the premises, nor on flagged areas or the children's playground.

FIRE PROCEDURE

1. In the event of **finding a fire please sound the alarm** – these are situated:

Main Hall – adjacent to the two external doors

Foyer – to the right of the Hall doors

Back corridor – adjacent to back door

2. **Begin evacuation** of the building via fire exits and assemble on the children's play area
3. The **fire alarm is not connected to the emergency services**. Once someone is safely outside the building ensure they **contact the Fire Brigade** using mobile phone if available.
In the absence of a mobile the **nearest phone** during school hours is at Grindleton Church of England School on the opposite side of the road. Neighbours may be able to phone.
PUBLIC PHONE BOX – proceed right out of the car park and turn right up Main Street at The Duke of York. The phone box is situated on the left hand side about 200 yards up Main Street.

4. **FIRE EXITS**

Main Hall – through doorway into children's play area
- through hall doorway into foyer and then out through the front doors

Kitchen – through the front door or back corridor door

First floor – proceed down the stairs and out through the front door
- the lift should not be used
- there is an Evac chair on the first floor landing

Back corridor – through the back door
- through the front doors if route clear

5. **Tackling the fire**

If considered safe to do so please try and extinguish the fire using the extinguishers provided. Use **CO2 for electrical fires**. Extinguishers are situated:

Foyer: Foam and CO2

Main Hall: Foam and CO2

Rear corridor: Foam and CO2

First floor landing: Foam and CO2

Kitchen: Fire blanket and CO2

6. Please contact whichever Pavilion person is supervising your event.