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

Address…… …….

…….

…….

Postcode.……Tel: no……...

Purpose of Hire…….

Facilities Requested: Pavillion o **Football Pitch** o

(please tick as required)

Period of Hiring

Day / Date	**Morning Session**	**Afternoon Session**	**Evening Session**
	9.00—1.00	**1.30-5.00**	**6-10.30**

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 Daniel on 01271 870247 or email mortehoeparish@gmail.com during the week prior to booking to organise key collection (between 9am-1pm)

♦ 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

Pavilion

Parish Organisations: £25 per session day time. £40 per evening session Mon-Fri

£35 per session day time £50 per evening session Sat/Sun

Block bookings of 5+ sessions will be given a 20% discount.

Outside Organisations £55 per session day time, £65 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 Mortehoe 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.

♦ No open fires unless previously agreed.

♦ No camping of any kind.

♦ 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/ babie**

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.**

PLEASE KEEP THIS COPY

Contact details.

♦ **Bookings:** **Dan Bleasdale 01271 870247 Mortehoeparish@gmail.com**