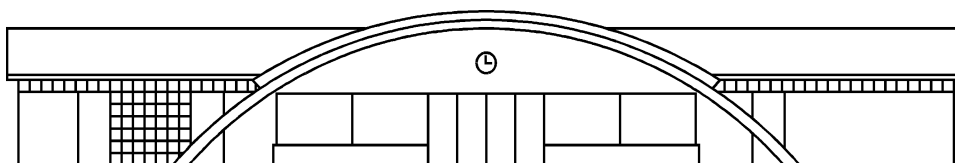


Sherborne St. John Parish Council



THE CHUTE PAVILION Booking Form Complete and return to clerk@sherbornestjohn-pc.gov.uk	
Your name	
Name of Organisation (if applicable)	
Your address	
Your contact phone number	
Your e-mail address	
Date(s) & Time(s)	Dates: Start Time: Finish Time: <i>Include time for setting-up & clearing-up.</i>
Total No. hours	
Cost to hire £18/hour parishioners £21/hour non-parishioners Discounted rates for Clubs and Businesses: please enquire	£ <i>See Terms & Conditions on refunds in the event of cancellation.</i>
Security Deposit	£125 <i>See Terms & Conditions on return of the Security Deposit.</i>
TOTAL PAYMENT DUE <i>Total Payment Due = Cost to hire + Security Deposit.</i>	£ <i>Payment in full by BACS to:-</i> Name of Account: Sherborne St. John Parish Council Account number: 17309368 Sort Code: 30-18-45 Ref: [insert your name]

Your Bank Details <i>In the event monies are returned to you.</i>	Name of Account: Account number: Sort Code:				
Purpose of hire					
No. of people attending. <i>Maximum 110</i>	No:				
Do you intend on applying for a liquor license?	YES / NO <i>Circle which applies.</i>				
Will any children, young people, or vulnerable adults be attending the event?	YES / NO <i>Circle which applies.</i> <i>If YES, see Terms & Conditions of Hire</i>				
<p><u>DATA PROTECTION AND PRIVACY POLICY</u></p> <p>Data submitted on this booking form will be retained until all outstanding fees are paid and up to twelve months thereafter in case queries arise.</p> <p>Personal data will not be passed to any third party unless at the express written request of the hirer, or it is with law enforcement authorities where it is necessary and proportionate to do so.</p>					
<p>By signing the Booking Form, I, the Hirer:-</p> <p style="text-align: right;"><i>Tick to confirm</i></p> <ul style="list-style-type: none"> • acknowledge an understanding of the Terms & Conditions of Hire that form part of the Hire Agreement • agree to perform the provisions and stipulations contained or referred to therein • confirm that the date(s) and times(s) on this Booking Form have been agreed and reserved with the Site Manager • confirm that the Total Payment Due has been paid in full <div style="text-align: right;"> <table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> </table> </div> <p>Signature.....</p> <p>Date.....</p>					
<p>Sherborne St. John Parish Council confirms it has received the Total Payment Due for this booking.</p> <p>Signature.....</p> <p>Clerk, on behalf of Sherborne St. John Parish Council</p> <p>Date.....</p>					
<p>Once signed and dated, this Hire Agreement will be legally binding and may be enforced by a court of law.</p>					

THE CHUTE PAVILION

Terms and Conditions of Hire

1. In respect of these Terms & Conditions of Hire, 'the Hirer' is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company who has signed this Booking Form. The Hirer must be at least 21 years old. If the Hirer is in any doubt as to the meaning of the following, Sherborne St. John Parish Council's Clerk should be consulted as soon as possible. Reference to 'the premises' means The Chute Pavilion, Vyne Road, RG24 9HX (excluding the Recreation Ground which is a public space).
2. The Hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and the contents including their care and safety from damage however slight, and (b) the behaviour of all persons using the premises whatever their capacity: including but not limited to ensuring the proper supervision of car parking arrangements so as to avoid obstruction of the highway and nuisance to neighbours of The Chute Pavilion.
3. The Hirer shall not use the premises for any purposes other than that described in these Terms & Conditions of Hire and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
4. The Site Manager will open the facility for the Hirer and return to properly lock and secure the premises, unless the Site Manager has explicitly agreed that the Hirer may do so.
5. The Hirer shall ensure that no more than the maximum permitted numbers of people occupy the premises during the event.
6. The Hirer shall ensure that it has read and understood Sherborne St. John Parish Council's Child Protection and Safeguarding Policies, and that procedures are in place at all times to safeguard children, young people, and vulnerable adults at all times when using the premises.
7. The Hirer shall ensure that no child under twelve years of age is allowed into the kitchen.
8. The Hirer shall ensure that no birds or animals, except guide dogs, are brought into The Chute Pavilion unless express permission is given by Sherborne St. John Parish Council for a special event. At no time shall birds or animals be permitted to enter the kitchen.

9. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, lotteries, or the sale of intoxicating liquor etc. The Hirer must inform Sherborne St. John Parish Council if they intend to apply for a liquor license.
10. The Hirer shall, if preparing, serving, or selling food, ensure that all relevant food health and hygiene legislation and regulations are complied with in respect thereof.
11. The Hirer shall ensure that the 'No Smoking' policy in The Chute Pavilion and grounds is upheld at all times.
12. The Hirer shall ensure that the designated fire and emergency exits are not blocked.
13. The Hirer shall ensure that no decorations are Sellotaped to the windows or walls.
14. The Hirer shall ensure that flooring is not damaged e.g. tables, chairs, and metal objects/equipment are not dragged but carefully placed, roller-skates are not worn.
15. The Hirer shall ensure that all electrical appliances brought by them into the premises and used there shall be safe and in good working order and used in a safe manner.
16. **The Hirer shall ensure that the thermostatic controls for the gas heaters, hot water boiler, or radiators are NOT altered in any way. Only the Site Manager may make changes.**
17. The Hirer shall keep the external doors of the premises shut at all times. Only the Site Manager may give permission that they may remain open during the event.
18. The use of fireworks and candles anywhere on the premises and grounds is strictly forbidden unless prior agreement is given by Sherborne St. John Parish Council.
19. The Hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to Sherborne St. John Parish Council as soon as possible and complete the relevant section in The Chute Pavilion's accident book. Any damage to or failure of equipment belonging to The Chute Pavilion must also be reported as soon as possible to Sherborne St. John Parish Council.
20. The Hirer shall ensure that the premises are vacated promptly by the time as stated on the Booking Form (which includes time to clean and tidy-up). The Hirer shall ensure that for events held in the evening, the premises are vacated before midnight unless prior agreement is given by Sherborne St. John Parish Council.
21. The Hirer shall be responsible for leaving the premises, surrounds, and any external storage areas used in a clean and tidy condition, all rubbish removed, and any contents which have temporarily been removed from their usual position properly replaced, otherwise Sherborne St. John Parish Council will be at liberty to make an additional charge.

22. The Hirer shall indemnify Sherborne St. John Parish Council against (a) the cost of repair for any damage done to any part of the premises including the contents of the premises, and (b) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer. If a Security Deposit has been paid by the Hirer, Sherborne St. John Parish Council shall deduct such costs from that Security Deposit. In the event such costs exceed the Security Deposit held (or if no Security Deposit has been paid), Sherborne St. John Parish Council require the Hirer to pay that (additional) sum to Sherborne St. John Parish Council within fourteen days of the Hirer receiving that request in writing.
23. Sherborne St. John Parish Council reserves the right to cancel any booking in the event that The Chute Pavilion is required for use that Sherborne St. John Parish Council (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer will be entitled to a full refund of the amount paid to Sherborne St. John Parish Council as shown on the Booking Form.
24. In the event of the premises being rendered unfit for the use for which it has been hired, Sherborne St. John Parish Council shall not be liable to the Hirer for any resulting loss or damage whatsoever. The Hirer will be entitled to a full refund of the amount paid to Sherborne St. John Parish Council as shown on the Booking Form.
25. The hire charge is not refundable if the Hirer or the organisation which they represent cancels the booking less than 3 weeks before the date of the event.
26. The Site Manager has the authority to immediately terminate this Hire Agreement if in his opinion the event has become either dangerous or out of control.
27. This Hire Agreement constitutes permission only to use the premises and facilities as agreed and confers no tenancy or other right of occupation on the Hirer.