



Pavilion Terms & Conditions for use of Pavilion.

Booking & Payment

The Council reserve the right to grant or refuse any application for hire.

The hirer shall be over the age of 18 years.

The hirer shall complete and sign a booking form or book via the online Hallmaster booking system. The Pavilion can be hired in increments of 30 minutes, with a minimum hire period of one hour. Fees are chargeable at an hourly rate and are inclusive of set up and clean up time.

Full payment of the hire charge will be due five working days before the date of hire. Payment shall be by bank transfer or cheque, made payable to 'Tickhill Town Council.' Once payment is received, it is acknowledged that the hirer has accepted the Terms and Conditions of Hire. If booking via the Hallmaster online booking system, the T&C must be agreed to before a booking will be confirmed.

The hirer shall not sublet or assign the booking to any other person or organisation without prior written consent from the Pavilion Manager.

Cancellation

The hirer may cancel the booking at any given time up to five working days prior to the hire date.

The hire charge is non-refundable should the booking be cancelled within five working days, or less, from the hire date.

In case of cancellation by the Pavilion Manager, the hirer will be entitled to a full refund of any fees paid but will not have any claim for compensation or damages.

Use of Premises

The Pavilion Manager will provide access to the premises. The Pavilion Manager can be contacted on 07749 030263.

The alarm system should be disabled on entry and enabled at the end of the hire and exit of the building.

The hirer shall use the premises only for the purpose stated in the booking form and shall not exceed the maximum number of people. The Pavilion main hall can accommodate eighty persons theatre style, sixty seated as an informal table arrangement and forty-eight as a formal table arrangement.

The rear meeting room can accommodate twenty people.

The hirer shall be responsible for setting up/clearing away furniture using the equipment

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provided.

The premises and equipment are to be left in a clean and tidy condition. All rubbish is to be removed.

The Hirer will be responsible for any breakages or damage caused during the hire period and will indemnify The Council with the full cost to repair or replace.

The hirer shall comply with all applicable laws and regulations relating to health and safety, fire safety, licensing, noise, gambling, child protection, data protection and any other relevant matters.

The hirer must ensure that all exits are kept clear and make participants aware of the fire alarm, fire appliances, emergency exits and procedures. The fire assembly point is in the car park to the rear of the building. The hirer must ensure a safe exit and await instructions from the Emergency Services. The hirer must read the Fire Risk Assessment on the main notice board in the hall.

The hirer shall obtain any necessary licences or permissions for their event. The hirer must conform to all legal requirements and ensure that the noise level does not annoy or disturb the neighbours.

The premises will be vacated promptly at the end of the hire period in a quiet and orderly fashion being mindful of the residential area the Pavilion is located in.

The hirer shall ensure that nothing is attached to walls without prior permission of the Pavilion Manager. Any such items must be removed at the end of hiring and any damage caused must be repaired or paid for by the hirer.

The hirer shall ensure that no electrical appliances or equipment are brought onto or used on the premises without prior permission from the Pavilion Manager. Any such items must be in good working order and comply with the relevant safety standards. The hirer shall be responsible for any damage or injury caused by such items. Appliances and apparatus must be operated by a competent person.

Explosives, flammable spirits, or liquid gas containers are banned from the premises. Items that have naked flames, such as candles can only be used by prior permission of the Pavilion Manager.

Supervision & Responsibility

The hirer shall be present and responsible for the supervision and management of the event and the behaviour of all persons attending or involved in the event, whether they are invited guests, staff, contractors, performers, or members of the public.

The hirer shall ensure that no children under 16 years of age and no vulnerable adults are left unattended or unsupervised on the premises. The hirer shall also ensure that any activities involving these comply with the relevant safeguarding policies and procedures.

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Tickhill Town Council
The Pavilion, Tithes Lane, Tickhill, DN11 9QN
Email; clerk@tickhilltowncouncil.co.uk



The hirer shall ensure that adequate first aid provision is available for their event. A First Aid Box is clearly marked and located in the entrance hall, please familiarise yourself with its location and report any accidents or incidents that occur on the premises to the Pavilion Manager as soon as possible and complete an accident report form if required.

The Pavilion is covered by Public Liability insurance but accepts no responsibility for injury to person, loss/damage/theft of articles from/on the premises during the let or at any time.

Commercial and national organisations must have their own Public Liability Insurance. The Hirer is responsible for ensuring that any instructors, tutors, group leaders etc. are appropriately qualified and that DBS checks are in place where necessary.

Data Processing

The information on the booking form is for the effective and efficient hire of The Pavilion and will not be shared with anyone beyond this specific purpose.

You may have access to the data we hold on you, or request that your details be deleted, by contacting the Pavilion Manager.

I have read and agree to the T&C

Name

Organisation

Date

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