

## **Terms and conditions for users of Stewkley Recreation Ground Pavilion and Grounds.**

It is possible to hire the Recreation Ground, Pavilion, Football and Cricket facilities as one entity or in part. The tennis facilities are available for hire via direct contact with the Tennis Club. A pop-up Gazebo [3m x 9m] is also available for hire. Please contact the Booking Clerk (Gill Morgan 01525 240347 [gillianmorgan@hotmail.com](mailto:gillianmorgan@hotmail.com)) to discuss your requirements.

Priority for hiring is allocated on a first come first served basis. The sports clubs have priority for use of the Pavilion facility. The members bar is open to all members of the Recreation Ground Association<sup>i</sup> and can be used by members when the bar is scheduled to be open, if the main hall is hired for a private function.

The Pavilion has a fully functioning kitchen but we do not offer a catering service.

Parking is available and if ground conditions allow, extra parking is allowed on the cricket outfield with prior consent issued.

The booking is not secured until the booking form has been completed and returned to the Bookings Clerk. The agreement will be returned, signed by the Bookings Clerk to confirm the booking.

### **The following conditions are automatically accepted by any hirer with a confirmed booking for the Pavilion and /or Grounds for a function or activity.**

- The Hirer shall ensure that no activities take place to contravene the laws relating to gaming, betting and lotteries; and will ensure that the premises are not used in any unlawful way or purpose. Neither will they do anything or bring anything onto the premises which may endanger anyone or anything, or render invalid any insurance policies in respect thereof.
- The hire agreement covers the hire period only and confers no tenancy or right of occupation on the Hirer.
- Hirers will allow time for setting up and clearing away when completing the booking form.
- The Hirer shall not use the facility for any purpose other than that described in the hire agreement

### **Licences.**

The Pavilion has a Premises Licence issued by Buckinghamshire Council and the bar is available to Hirers subject to bar staff being available. If required, this should be indicated on the booking form. Please note the Recreation Ground Association (RGA) will make every effort to find bar staff if the bar is requested but cannot guarantee it. The RGA does not allow alcohol and beverages bought elsewhere to be brought onto and consumed within the premises without prior agreement.

### **RGA Responsibilities:**

The RGA will ensure the hired facility is in good, clean and working order at the start of the hire period.

## **Hirers Responsibilities:**

### **Health and Safety**

The Pavilion is a non-smoking facility and as such smoking is strictly prohibited in all internal areas of the building.

The hirer undertakes full and absolute responsibility to observe all relevant food safety and hygiene laws and regulations regarding the preparing, serving or selling of food to any attendees of the function.

All hirers are responsible for ensuring they are fully insured for their activity and compliant with any Health and Safety requirements. Hire for events involving children, young adults and vulnerable people will need to ensure they have a suitable Child and Vulnerable Person Policy in place to ensure all relevant guidance and regulations are complied with [see [www.nspcc.org.uk](http://www.nspcc.org.uk) for advice].

Where children, especially when UNDER THE AGE OF 8 YEARS are involved, all activities must comply with the Childrens Act 1989 and leaders, responsible adults must have appropriate Disclosure and Barring Certification/ Criminal Records Bureau clearance as governed by law at that time.

The Hirer shall ensure that any electrical equipment and appliances brought onto the premises are in good working order and used in a safe manner.

No animals, including birds, with the exception of medical aid dogs, to be brought onto the premises, other than by special prior agreement with the Bookings Clerk. **No animals whatsoever are to enter the Kitchen at any time.**

All fire and emergency exits shall be kept unlocked and clear from obstruction at all times allowing for instant public access. In the event of any Fire, the Fire Brigade should be called and the premises vacated immediately. The public should congregate in the Car Park by the Hedge, but not block the vehicular access for the Fire Brigade. The Bookings Clerk should be notified once these actions are completed.

The location of the fire exits and extinguishers will be made known to you on gaining access to the building and you should ensure your guests are made aware of the procedures should they be needed. You should only attempt to tackle a fire yourself where danger is minimal.

**Risk Assessment:** The Hirer shall be responsible to undertake a risk assessment to cover their equipment and activities and take appropriate action to minimise any risk to participants.

**Accidents:** A First Aid Kit is available in the First Aid cupboard in the kitchen. All accidents must be entered in the Accident Book with the First Aid Kit and notified to the Bookings Clerk on leaving the premises. Certain injuries must be reported to local authorities in accordance with RIDDOR 1995, assistance with this can be offered from the Association.

**Breakages and Damages:** Any hired facilities must be left as found. Any breakages, damage or problems must be notified immediately to the Bookings Clerk or designee on opening or closing of the facility.

Hirers are responsible for making good any damage to any item, including the grass etc and extra charges may apply where such damage is not rectified.

**Alterations/Fixings:** No alterations or additions to the premises, decorations, fixtures or fittings should be put up at any place in or on the premises without prior agreement from the Bookings Clerk. No sellotape, blutac or similar adhesive is allowed on the walls.

**End of Hire:** The Facilities and surrounding area are to be left in a clean and tidy condition. Failure to do so may result in an additional charge being levied. Any property brought onto the premises must be removed at the end of the Hire Period. Charges will be applied for each day or part day until the item[s] are removed. If not removed within seven days, the Association will dispose of the items in such manner as it deems fit and claim compensation for any costs incurred.

**Sale of Good Acts:** Where goods are to be sold; the Hirer shall ensure that Fair Trading Laws are complied with at all times.

### Pavilion Hire Conditions:

**Floors:** All floor areas used to be swept/ hoovered. Kitchen floor to be mopped if used. Brooms and hoover available in chair and table store.

**Tables and chairs:** Tables to be wiped down with antibacterial spray [supplied]. All chairs and tables to be stacked and stored as indicated on opening.

**Kitchen:** The food safety log must be signed on entry and leaving of the facility where this facility is used to prepare or serve any food or beverages. The cooker hob must be wiped down and the oven/grill left clean. All crockery used must be washed, dried and put back in the correct place.

**Music and noise:** All music must stop by 11.00pm (2300h) and windows and doors to the Pavilion must be closed after 10.00pm (2200h) to minimise disturbance to neighbours.

The Hirer shall ensure that the minimum of noise is made on arrival and departure from the premises, particularly late at night to minimise disturbance of local residents.

**Attendees:** The number of persons within the Pavilion shall not exceed 100 seated [Theatre style] or 80 for Dining or similar.

### Outside Spaces:

All litter and rubbish must be collected and placed in bins provided. Large gatherings with large amounts of rubbish must either take all rubbish off site or pay a surcharge for the Recreation Ground Association to dispose of this [see charges].

**Emergency access, Public access and Rights of Way must be maintained across the Recreation Ground, from north to south and east to west, at all times, whatever the function or event.**

If appropriate, a site plan is to be submitted and approved by the Association committee (hirer will be advised at time of booking if a site plan is required). Any site plan (if required) must delineate vehicular movements (if appropriate to the function) and all other operational areas and intentions.

The hirer will be responsible for marking out the relevant areas as above and, in all cases, the Association committee will have the right to adjust or amend site plans on the hiring day if deemed appropriate to do so.

### **Hire charges and cancellation policy.**

- Occasional hirers pay rates detailed below.
- Periodic users (6 -11 hires per calendar year) get a 25% discount.
- Regular users (12 or more hires per calendar year) get a 50% discount.

<b>Facility</b>	<b>Charge Monday – Friday 17.00</b>	<b>Charge Friday 17.00 – Sunday 12 midnight</b>
Pavilion (including kitchen, crockery, cutlery and bar if required and staff available).	£15 / hour	£18 / hour
Football Pitches and changing rooms. Does not include main hall.	£80 split 50:50 with the football club	£80 split 50:50 with the football club
Cricket Pitch and changing rooms and use of pavilion for tea.	£100 split 50:50 with the cricket club	£100 split 50:50 with the cricket club
Recreation Ground (including pavilion)	£200.00/day	£200.00/day
Gazebo	£50.00 on collection	£50.00 on collection

### **Cancellation charges**

If the Hirer wishes to cancel the booking, please contact the bookings clerk as soon as possible. A cancellation fee may be charged if alternative revenue was lost.

The Association may cancel with full refund if it believes unlawful or unsuitable activities will take place on the premises or if the building becomes unfit for use, but will not be responsible for any direct or indirect losses or damages incurred by the Hirer due to this action. Hirers should ensure they have event insurance for any such occurrence.

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<sup>i</sup> Anyone can become a member of the Association – joining fee £5 per annum per adult.