

THE PAVILION ON THE PARK TERMS AND CONDITIONS OF HIRE

Eastleigh Youth & Community Trust (EYCT) (registered charity 115440) manages the facilities at The Pavilion on the Park.

General booking information

When you hire at Pavilion on the Park, you agree to:

- ⌚ Ensure that the hire period you book allows sufficient time for setting up before your event and, in particular, for clearing away and cleaning after your event.
- ⌚ Pay the full hire fee, as specified on your invoice, at least 28 days prior to your event.
- ⌚ Vacate the premises at the end your hire period, and no later.
- ⌚ Should you be hiring the facility during the evening, ensure that you and your guests have vacated the premises by 11.30pm. This is in accordance with our licensing.

Collection of keys

A member of our Caretaking team will meet you at The Pavilion on the Park at the start of your hire period in order to open the rooms you have booked and answer any questions you may have.

Use of the premises

As the Hirer, you must ensure that the facility is only used for the purpose specified on the booking form. You must not sub-hire the premises, or allow them to be used for any unlawful purpose or in any unlawful way.

Supervision

As the Hirer, you are responsible for the care and supervision of the premises, and for the behaviour of all persons present. It is expected that users will behave with propriety and due regard to the care of property. It is also expected that users treat the Caretaker and other EYCT staff with respect at all times. EYCT does not tolerate abuse of any kind and has the right to ask anyone to leave the premises.

You are also responsible for supervising car parking arrangements in order to avoid any obstruction or nuisance to local residents or other hirers.

Alcohol

Alcohol can be brought onto the premises for private consumption but must be declared at the time of booking. If alcohol is to be sold on the premises, the hirer must obtain a Temporary Event Notice authorising the sale of alcohol. The Hirer must adhere to all regulations detailed on the Temporary Event Notice. A copy of the Temporary Event Notice should be taken to The Pavilion on the Park during the hire period for inspection by the Caretaker.

Health and safety

To minimise the chances of accident or injury, we ask all Hirers to adopt a common sense and responsible attitude to health and safety.

The responsible adults mentioned above must be familiar with the location and operation of the fire extinguishers, as well as the procedures for orderly evacuation of the rooms you have booked in the case of fire or other emergency. (Please see the 'Fire Procedures' document for more information). No fireworks (indoor or outdoor), naked flames or smoke machines are permitted in the building.

You must ensure that chairs, tables and other equipment are arranged in such a way as to allow free and easy access to the fire exits, and with consideration for people's safety in moving around them.

It is your responsibility to ensure that any outside agencies you employ for your event (such as catering companies, bands, DJs, etc):

- 🕒 have had all the electrical equipment they bring into the hall PAT tested within the last 12 months
- 🕒 have valid public liability insurance

Health and hygiene

As the Hirer, if you - or any outside catering company - are preparing, serving or selling food at your event, you must ensure that all relevant food, health and hygiene regulations are observed.

Protection of children

As the Hirer, you are responsible for the supervision and general safety of all children (under the age of 18 years) while they are on the premises. You must be present throughout the period of hire.

You must ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that the relevant checks (eg. DBS) have been carried out on people with unsupervised access to the children.

You must take all reasonable steps to keep children out of those parts of the facility that might present a potential danger to them (eg. the kitchen) unless they are supervised by a responsible adult.

Accidents and dangerous occurrences

As the Hirer, you must report any accident involving injury to the public to the Caretaker as soon as possible. The first aid box can be found in the kitchen.

Cancellation

As the Hirer, if you cancel your booking, we reserve the right to make a cancellation charge as follows:

- 🕒 charge if notice of cancellation given less than one month before the event = the full hire charge
- 🕒 charge if notice of cancellation given more than one month before the event = 50% of the hire charge

In special circumstances, we may waive or reduce the amount of the cancellation charge.

The Pavilion on the Park also reserves the right to refuse a booking or to cancel a booking at any time, without being obliged to give a reason, and in this case we will offer compensation where appropriate. This will, however, be limited to a maximum of the hire fee for the event, and The Pavilion on the Park will not be liable for any further and/or consequential losses.

Cleaning

As the Hirer, you are responsible for ensuring that the rooms and halls you have booked are left clean and tidy, in a suitable condition for use by the next hirer. If you have moved anything, you must return it to its usual place. All rubbish generated by your event needs to be removed from the facility and taken elsewhere for disposal.

If you use them, you are also responsible for checking and tidying the grounds around the facility (including the children's play area or patio area) after your event.

Please let the Caretaker know of any breakages or any damage as soon as possible.

We reserve the right to deduct an appropriate amount from your security deposit to pay for any damage caused or any additional cleaning required after your event.

Return of keys

At the end of your hire period, the Caretaker will return to see you out. If you leave before the end of your hire period it is your responsibility to contact the Caretaker to advise of your early departure.

Our commitment

The Pavilion on the Park will do its best to provide the hall and facilities in a suitable state for the activities agreed to take place, but we can't be held liable for any circumstances or events outside of our control.

If, through our own fault, we are unable to provide the hall and facilities in a suitable state, we will reimburse you appropriately.

And finally ...

By making a booking with us you are automatically agreeing to these Terms and Conditions.