

Booking Enquiry

Cherry Burton Sportsfield Pavilion

Please complete all the details below. If you have any problems with this form contact Peter Wardale on Tel: 0780 171 6431 or Email: pete@pjw.karoo.co.uk

Please note, this booking is not confirmed until full payment has been made.

BOOKING DETAILS

Purpose of Hire	
Date/s of Hire	For private hire the charge is £10 per half day (am or pm). For sports club users who pay annual pitch fees, the hire charge is waived.
Start Time (including time for set up)	End Time (including time to tidy up)
Contact Name	Address
Phone	Email
Responsible adult on day of hire	Phone No (if different from above)

HOW TO PAY

No. of booking periods @ £10/half day (am/pm)	£
Use of Lounge Heaters @ £10/half day	£
Use of Green Refuse Bin @ £10	£
TOTAL	£

BOOKING

Cash/Cheques to: Cherry Burton Sportsfield Management Committee
c/o P. Wardale 114, The Meadows, Cherry Burton. HU177SD.
Or by BACS transfer: Sort Code: 20-43-47, Account No: 40255424

AGREEMENT

I apply to hire the Sportsfield Pavilion Lounge as stated above and to pay the amount due to secure my booking.

I have read and agree to abide by the Conditions of Hire as stated below and confirm that I will return the key to the booking contact/key holder when finished.

Name

Date

Conditions of Hire

Cherry Burton Sportsfield Pavilion

Booking and Purpose Each hirer when booking the Pavilion will have access to the lounge, toilets and kitchen. There is no access allowed to the changing room side of the building which is out of bounds. Bookings to be made in advance confirming the purpose for which the pavilion is to be used and the duration of each hire session. Name and contact details to be provided at booking. Hirers must be over 21.

Supervision At all times during hire either the Hirer, or other responsible adult must be present to supervise activities and to ensure the building is properly and safely used and that these hire conditions are complied with.

Hire Charges One-off private hire is £10 per half day i.e. am or pm, which includes use of electricity for lighting but not for lounge heating which will be charged extra. Full payment is required at the time of booking. Sportsfield user groups who pay pitch fees are permitted free access although the pavilion still needs to be booked and charges such as lounge heating or waste disposal will still be levied, if applicable. Payment should be made within 14 days of the invoice date.

Capacity The maximum permitted occupancy of the Lounge is 30 people.

Keys It is the hirer's responsibility to make arrangements for collection of the kitchen access door key from a key-holder and for its prompt return. Lost keys will be charged for at £5 per key.

Cancellation Hire sessions may be cancelled up to 48 hours before the event, but after that deadline the full charge for the previously booked hire session will be payable. The booking contact must be notified of the cancellation.

Time Limit and Noise Control No function may extend after 11 pm unless otherwise agreed in advance. Hirers must recognise that there is a potential to cause nuisance and annoyance to neighbours through excessive noise. The hirer or supervisor is responsible for ensuring these noise levels are reasonable.

Parking There is a car park, but it is poorly lit at night – please park with care and consideration.

Lounge Heating This is available on request, at a fixed charge of £10/half day. Please switch off heaters when no longer required as an excess charge may be levied if left on.

Lights All lights must be switched off at the end of each session.

Kitchen The kitchen contains equipment which can be used but Hirers must supply their own tea towels. Please ensure plates/cups etc are washed and dried after use and put back from where they were obtained.

Toilets Toilet paper may be provided but cannot be guaranteed. Hirers are advised to provide their own adequate supply for the occupancy under hire.

Tables and Chairs These are kept in the lounge and are limited in number. Please report any that are damaged or unusable.

Cleaning and Refuse The hall is cleaned on a regular basis; however, all hirers must carry out basic cleaning, including sweeping the lounge and toilet floor, at the end of their session. The hirer must remove and dispose of any refuse generated during the hire session. A charge of £10 will be levied if the Green bin outside is excessively utilised.

Health and Safety All hirers must take reasonable measures to protect the health and safety of everyone permitted by them to enter the premises during the session and that of subsequent users. Any perceived hazards must be reported promptly. At the start of each session the position

of the fire-extinguishers must be noted. The hirer must ensure that all persons are aware of the location of fire exits. The health and safety risk assessments of all activities carried out during the session are the responsibility of the hirer and appropriate insurance cover must be maintained by the hirer. No naked flames may be used within the building.

Insurance The Sportsfield Management Committee maintain insurance in respect of their public liability for negligence or breach of statutory duty in respect of management of the premises. Liability to persons permitted on the premises by the hirer and arising from, or in connection with, all activities carried out during a session whether supervised or not must be separately insured by the hirer. Particular attention is drawn to the intended use of any children's play apparatus such as slides and bouncy castles for which specific insurance against death or personal injury for not less than £1m is essential.

Electrical Safety The electricity supply and distribution within the pavilion is checked by a competent qualified electrician. The electrical safety of all appliances and devices which the hirer may allow to be connected to that supply is the sole responsibility of the hirer. Power points are located in the lounge and kitchen. Overloading the system, or using faulty equipment, will activate the trip switch and render the premises without power. If this happens please contact the booking contact.

Security The hirer is to ensure that all doors are locked on vacating the premises including the fire escape double door in the lounge.

Licences The pavilion does not hold any licenses whatsoever, whether for music (recorded or live) or alcohol consumption. No alcohol is to be consumed on the premises.

Child Protection The hirer is responsible for ensuring the appropriate child protection measures are in place and that necessary clearances have been obtained.

Disabled Facilities The pavilion has limited disabled access although there is a sloping approach path from the car park to the entrance doors. There is a disabled toilet with access ramp from the path.

Booking Contacts/Key Holders Chairman Tony Baker, Treasurer Peter Wardale.