**CHIPSTEAD PAVILION**

**CHEVENING PARISH COUNCIL**

**Conditions of booking**

*Please note – Chipstead Pavilion is a ‘No Smoking’ venue*

1. The Hirer will be responsible for supervision of the premises and the behaviour of all persons using the premises, including proper supervision of the car parking arrangements so as to avoid obstruction of the highway.
2. The premises will not be sub-let or used for any unlawful purpose.
3. In the event of cancellation of a booking payment, or repayment, of fees shall be at the discretion of the Council.
4. The Hirer shall be responsible for leaving the premises in a clean and tidy condition, with all contents in their usual positions, and for returning the key promptly to the Premises Manager.
5. All rubbish must be removed from the premises.
6. Sellotape must not be used on the walls, nor must the walls or any other part of the Hall be defaced or damaged in any way.
7. If decorations are put up, please ensure they are placed well clear of all heaters.
8. All hirers must make sure all attendees are aware of fire exits and extinguishers and ensure the shutters are raised when the Pavilion is in use.
9. The Hirer of the Hall must be over 18 years of age and an adult must be present at the Hall for the entire duration of the hire
10. The Hirer will take responsibility for the conduct and behaviour of all present and in particular ensure that no under age drinking takes place.
11. The Hirer will also pay a £200 cash deposit in respect of one-off bookings after 6 p.m. Failure to comply with the terms of the agreement will mean the deposit will be forfeited.

Name

Organisation

Address

Phone no.

Purpose of hire

Estimated number attending

Dates & times required

**Fee payable**

Hire period hours @ £10 per hour

Total payable £

Cash deposit Required Yes/No

Please pay hire fee directly to Chipstead Pavilion: Barclays Bank 20-76-55, account 90058602 or return your cheque with a copy of this form. Cash deposit must be handed to Premises Manager with signed copy of form

I have read, understood, and agree to comply with, the Conditions of Hire. I will complete a risk assessment of my own event.

Signature Date

*Please keep one copy and return one copy of this form to the Premises Manager – Judith Hayton Clerk to Chevening Parish Council 16 Beaconfields Sevenoaks TN13 2NH* clerk@cheveningparishcouncil.gov.uk *07981 759255*

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