

CHINNOR COMMUNITY PAVILION

HIRING APPLICATION FORM

The Playing Field, Station Road, Chinnor OX39 4PU
Telephone 01844 350049

BOOKING DETAILS

NAME OF HIRER or SPORTS CLUB *[authorised signatory details to be completed below*]*

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TYPE OF BOOKING

(Please delete as applicable and if multiple bookings are required please also complete the form on the next page)

Single Booking	Block Booking (10 or more dates)	Various ad-hoc dates (fewer than 10)
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SINGLE BOOKING DETAILS

REASON FOR HIRE		
DATE OF HIRE	From:	To:
TIME OF HIRE	From:	To:

HIRING REQUIREMENTS *(Please tick all required)*

Playing/pitch facilities	<input type="checkbox"/>	Function Room with Bar	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
Floodlights	<input type="checkbox"/>	Function Room without Bar	<input type="checkbox"/>	Servery	<input type="checkbox"/>
Changing facilities	<input type="checkbox"/>	Clubroom with Bar	<input type="checkbox"/>	Clubroom without Bar	<input type="checkbox"/>

HIRER'S ELECTRICAL EQUIPMENT: Any electrical equipment brought into the premises by the Hirer for use at the event, must be installed by a competent installer, be used as per manufacturer's guidelines and must have a current electrical test certificate where required.

***APPLICATION SIGNATORY**

For and on behalf of Hirer/Club

Signature Name [Printed]

[Position if applicable – Chair/Treasurer/Fixtures Secretary/Manager]

Address Post code

Telephone(s) Email

Invoice Address if different from above

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IMPORTANT NOTE

By signing this application form the Hirer is confirming acceptance of the General Terms & Conditions of Hire

MULTIPLE BOOKING INFORMATION FORM

VARIOUS AD HOC BOOKINGS [NO MORE THAN 9]

Please enter dates and times below

REASON FOR HIRE	
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	DATE OF HIRE		TIME OF HIRE	
	From	To	From	To
1				
2				
3				
4				
5				
6				
7				
8				
9				

BLOCK BOOKINGS [10 OR MORE]

Please enter details below

REASON FOR HIRE	
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If Monthly: please specify Dates or Specific Day [example *First Thursday* or enter *Each Month's Date*]

DAYS OR DATES	
Block Total No:	
TIME OF HIRE	

If Weekly or Bi-weekly: please specify Dates or Specific Day [example *Every Tuesday from 1 May to 30 Aug*]

DAYS OR DATES	
Block Total No:	
TIME OF HIRE	

Please leave blank for Chinnor Community Pavilion notes confirming booking/fees etc

General Terms & Conditions of Hire

APPLICATIONS

1. Bookings will only be accepted from persons over the age of 18 years, following receipt of a signed hiring application form. The person signing the application form shall be deemed to be the hirer for the purposes of these terms and conditions.
2. The facilities may only be used for the purposes and period stated on the application form, unless the hirer has obtained prior written consent from Chinnor Community Pavilion.

TRANSFERRING/SUB-LETTING FACILITIES

1. No transfer of bookings or sub-bookings will be allowed. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 12 months.
2. Clubs/Hirers must not give keys to anyone else or allow anyone else to use the facilities or equipment. The keys issued to Clubs/Hirers will only fit the hired changing room doors

INSURANCE

1. The hirer may be required to provide evidence of appropriate public liability insurance.
2. The hirer shall not do, or permit to be done, anything which, in the opinion of Chinnor Community Pavilion, is not covered by its policy or policies of insurance in relation to the use of the premises or which will cause any increased or extra premium to be payable, without their written consent.
3. Fees may be increased and additional conditions imposed if required by Chinnor Community Pavilion's insurers in respect of additional risks.

FEES & PAYMENT OF CHARGES

1. Facilities are let in accordance with the scale of charges drawn up by Chinnor Community Pavilion management who reserve the right to vary these as they see fit.
2. The hirer shall be liable for any additional expense incurred by Chinnor Community Pavilion if the event or function overruns the pre-arranged period of hire.
3. A 20% non-refundable deposit of all hire fees associated to this agreement must be paid at the time of booking with the remaining balance due at least 14 calendar days before each event takes place
4. Payments can be made by cheque or cash for which a receipt will be provided.
5. VAT is chargeable on all bookings except for bookings/fixtures which are
 - A minimum of 10 at the same facility, with no greater than 14 days between each booking.
 - Where a Club/Hirer cancels one or more from a block booking, the Club/Hirer will have to pay VAT on the whole booking.
6. Chinnor Community Pavilion has the right to charge accordingly and details of fees and charges for the pitches and rooms for hire are available on request. Clubs/Hirers wishing to use floodlights will be required to pay an extra charge
7. Clubs/Hirers will be charged for any additional cleaning required at a rate of £20 per hour and for damages or breakages caused during their use
8. Chinnor Community Pavilion may change the hire fees for use of the facilities following a review in April each year

INJURY TO PERSONS AND DAMAGE TO PROPERTY

1. Chinnor Community Pavilion and its servants or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by Chinnor Community Pavilion) on its premises or land, howsoever caused. The hirer shall indemnify Chinnor Community Pavilion, its servants or agents against any claims, which may be made in respect thereof
2. Any accident must be reported to Chinnor Community Pavilion as soon as possible after its occurrence, but in any event, prior to departing from the pavilion premises
3. The hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the pavilion and caused by his or her use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the pavilion, to their original condition shall be assessed by Chinnor Community Pavilion whose decision is final
4. No screws or nails shall be driven into walls, floors or ceilings of the premises, fixtures and fittings. In the event of damage, payment for costs of repair or replacement will be incurred by the hirer

FIRE PRECAUTIONS

1. Hirers should familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times
2. Hirers are responsible for ensuring that their parties are all out and accounted for

USE OF PLAYING FIELDS & PAVILION FACILITIES

1. All Clubs/Hirers must leave the pitches and surrounding areas clear at the end of their session
2. For matches where children and adults are both involved, a separate changing room will be hired free of charge which must be used by the children separately from the adults subject to proper supervision
3. If a pitch is declared unfit by Chinnor Community Pavilion, all play is prohibited. Any Clubs/Hirers playing on a pitch declared unfit will be charged for the costs of any damage caused and may have future bookings refused
4. Players must not wear spikes inside the social wing of the Pavilion
5. Players must not bang footwear against any of the walls of the premises to remove mud
6. Players must not wash their boots in the showers or sinks
7. Clubs/Hirers must only use the facilities described on their invoice
8. Premises must be left clean and tidy and all equipment and furniture must be stored away as required
9. No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without the written consent of Chinnor Community Pavilion
10. No additions or alterations to the lighting, loud-speakers, microphones or other electrical arrangements may be made and no electrical apparatus may be brought on to the premises without the written consent of Chinnor Community Pavilion who must be satisfied that the equipment has been checked for safety
11. Pyrotechnics of any sort must not be used without the written consent of Chinnor Community Pavilion
12. It is against the law to smoke inside the premises and the Clubs/Hirers are responsible for enforcing this
13. Clubs/Hirers must ensure all lights are switched off and all changing room doors and windows are locked securely on leaving the premises
14. All rubbish must be bagged up and placed in a designated area; teams leaving rubbish in the pavilion or around the perimeter of the pitch will be given a warning on the first occasion but if this happens again the Club/Hirer responsible will be in breach of this Agreement and could lose the use of the facilities
15. If there are any problems during the time of your use of the facilities, or if defective equipment including changing room facilities are discovered, please report these to the Club Steward as soon as possible
16. Clubs/Hirers are responsible for their own belongings on the pitches and premises. All belongings are left at the owners' risk

CONDUCT

1. The precise number of persons attending an event will be at Chinnor Community Pavilion's discretion after discussion with the hirer. The hirer shall be responsible for ensuring that the limitations agreed with Chinnor Community Pavilion are observed
2. Any booking which, in the opinion of Chinnor Community Pavilion, may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on written notice to the hirer
3. The hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger equipment, fixtures or fittings provided, during the course of the hiring
4. Clubs/Hirers must ensure that players do not cause disturbance, nuisance or annoyance to local residents or adjoining occupiers by creating excessive noise or by behaving in an aggressive or violent manner
5. All vehicles should be parked in the designated car park on site. Vehicles must not be parked on the pitches or where they would obstruct residents' driveways or prevent access by the emergency services
6. The Club/Hirer will act to promote equality of opportunity and good relations between different racial groups and shall assess and monitor its policies and practices so as to impact on the promotion of race equality

CANCELLATIONS & RE-ARRANGEMENTS

1. Chinnor Community Pavilion reserves the right to cancel any booking at its discretion. In the event that Chinnor Community Pavilion cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. Chinnor Community Pavilion shall not be liable for any loss sustained by the Hirer as a result of any such cancellation.
2. In the event of cancellation due to poor weather, pitch conditions or any other reason, Chinnor Community Pavilion will make every effort to contact the Club/Hirer making the booking and endeavour to re-arrange the booking either during or at the end of the season, subject to availability. No refund will be applicable. It is the Club/Hirer's responsibility to inform its team/individuals and the away team
3. Sessions may be cancelled by the Club/Hirer and a full refund given provided notification is given 7 days before the session. Where less notice is given, the full booking fee may still be charged. Clubs/Hirers should bear in mind that where a booking that is exempt from VAT is cancelled, they will be required to pay VAT in respect of ALL sessions arranged under the booking that become liable to VAT
4. Clubs/Hirers must ensure that players do not disrupt or interfere with other matches. Such behaviour may result in the cancellation/refusal of future bookings
5. Where the Club/Hirer, its team members or opposition, break any of the above conditions, Chinnor Community Pavilion may give them a written warning or may cancel any individual booking