

TERMS AND CONDITIONS FOR HIRE OF THE FUNCTION ROOM FOR BUSINESS AND SOCIAL EVENTS

Bookings of the Function Room at Campbell Park Pavilion are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

Bookings and Cancellations

1. All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date may be released.
3. Upon receipt of the booking form, the details will be passed to our Finance Department who will invoice the Hirer directly.
4. It is not normally our policy to accommodate 18th and 21st Birthday parties.

Charges

5. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery. The Hirer shall pay to The Parks Trust, on demand, the amount required to make good or remedy any such damage.

A refundable damage bond of £250 will be charged for all Social events in addition to the prices quoted. This will be refunded in full subject to there being no damage to The Parks Trust property or equipment.

6. Discounted prices may be available to registered charities, "not for profit" organisations and for multiple bookings.
7. For all events under £500 - 100% of the booking fee will be payable on confirmation of the booking.

For all events over £500 - 50% of the booking fee will be payable on confirmation of all bookings with the remaining 50% payable 14 days prior to the event taking place.

8. Major variations to the booking such as date change will attract a £10 administration fee.
8. Cancellation charges prior to the event booking will be applied as detailed below:

Up to 28 days	No charge
28 to 14 days	50% of the total cost will be charged
14 days or less	100% of the total cost will be charged

Notice of cancellation must be made in writing and will become effective on the date received by The Trust.

11. The Parks Trust reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the Trust. The Trust will refund any monies paid in advance. The Trust does not accept any liability for losses incurred due to the cancellation of an event.

Catering

12. For weekday Business meetings tea, coffee and biscuits can be provided at extra cost. Catering and refreshments may only be provided by The Parks Trust and its Catering Partner unless otherwise agreed but an additional charge will then be made for the use of the kitchen.

13. The Trust and its Catering Partner accept no liability for food and refreshments provided by the Hirer of the Function Room.
14. The Trust's Catering Partner will invoice the Hirer separately for all catering provided for Social events.

Social Events Facilities

15. Entertainment equipment may be brought into the building subject to discussion and agreement with our Function Room Co-ordinator. Any electrical equipment must have a valid Portable Appliance Test Certificate. Any entertainment equipment or facilities required to be hired for Social events will be organised and managed by the Trust's Catering Provider who will invoice the Hirer for all such equipment and facilities hired.

Use of the cricket outfield

16. Any use of the cricket outfield by hirers of the Pavilion will require the permission of the Trust's Groundsman, Richard Bryce (07773 782638).
17. Marquees will only be permitted on the cricket outfield in accordance with certain restrictions and with the permission of the Trust's Groundsman.
18. Under no circumstance must any vehicle be driven onto the cricket field.

Business Meetings

19. The LCD screen may be hired but this must be advised on booking. The LCD screen is able to be linked to the Hirer's laptop. Meeting Hirers will be trained in the use of the LCD screen prior to the meeting.
20. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.

Health and Safety

21. In accordance with The Parks Trust's Licence the maximum capacity of the function room is 90 persons seated at tables and chairs or 180 persons close seated/dancing including all performers, front of house staff, technicians and caterers.
22. Fire exits and extinguishers are to be kept clear and visible at all times. (Please refer to room plan attached).
23. In accordance with legislation, no smoking is permitted anywhere within the premises. There is a cigarette end dispenser located on the patio outside the glass doors.
24. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.
25. The Hirer is responsible for ensuring that vehicles using the car parks are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency vehicles.
26. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
27. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures (see below), including the location of the fire exits.
28. The Hirer is responsible for the conduct and behaviour of all people attending the event. The Trust reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.

29. The Hirer must maintain an insurance policy against any loss, liability, claim or proceeding incurred by or which may be brought against The Parks Trust or themselves in respect of any injury or damage whatsoever to any person or property, arising out of the use and occupation of the property for the sum of £5,000,000 (five million pounds) for Public and Product Liability and for the sum of £10,000,000 (ten million pounds) for Employer's Liability (where applicable) per any one claim, the number of claims being unlimited. For smaller social events clients are advised to check their personal property insurance as this level of insurance may already be covered under their policy. For larger social events clients are advised to seek additional insurance to cover all aspects of their event.

Opening and closing the Function Room

30. The Function Room will be opened and closed by either by a member of staff, our Catering Partner or our Resident Caretaker. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.

Contact numbers are as follows:

Diane Liness	PA to Chief Executive	07768 146223 or 0770 335 0099
Liang Wang	Resident Caretaker	07850 155373
Colin Hart	Harts Food & Events	07867 801420

Security

31. The Parks Trust accepts no responsibility for the property of persons attending or organising an event. Vehicles and their contents are parked in the Trust's car parks at their owners' risk. The Trust accepts no responsibility for any loss or damage incurred thereto. Any property brought on to the premises or left in the car parks is done so entirely at the owner's risk.

End of Hire

32. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Trust will be at liberty to make an additional charge.

Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hired period. Failure to comply with this will result in forfeiture of the deposit.

Disclaimer

33. Every effort has been made to ensure the accuracy of all information provided. The Parks Trust does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

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 I agree to the terms and conditions of hiring The Campbell Park Pavilion as stated above:

Signature of hirer:

Name of hirer:

Date:

FIRE PROCEDURE INSTRUCTIONS FOR THE FUNCTION ROOM AT CAMPBELL PARK PAVILION

A. Be sure that you know:

1. The location of the fire alarms (see C1 below)
2. The location of fire extinguishers.
3. The fire evacuation route.
4. The assembly point for the building – which is the car park at the front of the building.

B. Housekeeping

1. Ensure all people using the function room are aware of the No Smoking regulations, the location of the fire alarms, exit routes and location of the fire assembly point.
2. Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem do NOT use the equipment. All electrical equipment brought into the Pavilion must have a valid Portable Appliance Test Certificate.
3. Never allow a build-up of rubbish in any part of the premises. Store things properly and ensure that rubbish is placed in the appropriate bins. The stairwells are to be kept clear at all times.
4. Never obstruct, or allow to be obstructed, fire evacuation routes in the function room area.
5. When disabled persons are present, ensure that special arrangements are in place in the event of an evacuation.
6. Ensure that, in your absence, there is someone responsible for these procedures.

C. If you find/suspect a fire

1. **RAISE THE ALARM IMMEDIATELY** or ensure that someone else does. Fire alarms are located at the main doors of the function room.
2. Inform Reception if in office hours.
3. Attempt to put out the fire **BUT ONLY** if you have been trained in the use of fire extinguishers. **IF IN DOUBT LEAVE IT.**
4. When evacuation of the building starts, **QUICKLY** check the toilet areas to ensure that everyone has left. Ensure that all fire doors are closed.
5. Having checked the area go to the Assembly Point and await the arrival of the Fire Brigade.
6. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building.
7. Do not re-enter the building until told to do so by the Fire Brigade.