

# Conditions of use of the Hythe Sports Pavilion

HSP T&C v3 / updated 1 November 2017

---

## 1. Bookings

All bookings must be by written application to the Town Clerk. You should state the name and address of the organiser and the exact purpose of the intended use. Hirers should be aware that the kitchen equipment may not be suitable for full scale catering.

## 2. Posters

Posters or notices must not be affixed to any part of the Sports Pavilion, except on the notice board. Damage caused by unauthorised fly posting will be charged for.

## 3. Licences

3.1 If alcoholic drinks are to be served a temporary events/licence may be required (refer to Shepway District Council, Castle Hill Avenue, Folkestone 01303 850388) unless an appropriately licensed caterer is used. The appointed caterer must notify Shepway District Council if selling alcoholic drinks.

3.2 Special activities such as Lotteries or cash collections require special consent (refer to Shepway District Council).

3.3 Organisers must verify in advance whether any other permissions or licences are required by reason of the proposed activity. Attached with these conditions of use agreement are the licensed activities, times and durations agreed with the Licensing Authority. These licensing conditions must be adhered to at all times.

3.4 No hot food or drink is to be served after 11.00pm and the premises must be vacated by 11.30pm at the latest, with the exception of New Year's Eve.

3.5 No children are permitted on site under the age of 16 without a responsible adult whilst licensed activities are taking place.

## 4. Interior

4.1 The Sports Pavilion is a strict no smoking zone. Naked flames (eg candles) are also strictly forbidden. No smoking is permitted within the curtilage of the building.

4.2 Please take all your rubbish away with you. Hirers are responsible for collecting and disposing of all waste materials. You will be charged £30 of your deposit if we are required to organise waste disposal on your behalf.

4.3 Hirers of Town Council property are responsible for ensuring that all electronic and electrical equipment brought in for use has been PAT tested on an annual and up-to-date basis.

4.4 Prior permission is required for the use of electrical apparatus other than that already in the Sports Pavilion.

4.5 Tables must be covered if anything is to be placed on them which could cause damage. You should provide proper covers for tables used in the Sports Pavilion.

4.6 The use of crockery can be arranged by prior application and must be left in a clean condition.

4.7 Organisers must accept responsibility for any loss or damage.

4.8 The fixing of balloons or other decorations to the cedar cladding is strictly prohibited. Hirers will be charged for any damage which ensues from any breach in this condition.

The caretaker will check the property and contents before and after use. Any damage will be charged to the organisation using the Sports Pavilion for that occasion.

## 5. Liability for damage

5.1 Organisers are expected to take all necessary measures to ensure that the event is carried out in an orderly fashion and that no danger, nuisance or annoyance will be caused. All items brought in for the event must be removed from the premises at termination and the premises must be left in a clean and tidy condition. All parties must leave the building quietly. We charge a returnable deposit to ensure this condition is adhered to.

5.2 Organisers will be held liable for any damage occurring to the building or its contents.

## 6. Access

Access at the time booked will be made available by the caretaker, who must be notified at the end of each event in order to secure the premises.

## 7. Security / penalty charge

7.1 The alarm system must be set and operating whenever the building is unoccupied. The caretaker will deal with this in the presence of the hirer at the end of the event. Two people, one representative of the hirer and one from Hythe Town Council or its agent must be present when the building is secured after each event.

7.2 During private meetings, not open to the public, it is recommended that the Sports Pavilion front doors should be secured to prevent unauthorised access.

7.3 Users should note that the **car park will be locked immediately after the conclusion of the Pavilion booking**. An additional caretaker charge will be imposed to release any cars that have been locked in.

## 8. CCTV

When the Sports Pavilion is in use the security CCTV system must be switched on and operating in record mode.

## 9. Emergency contact

Users are recommended to ensure they have a mobile phone for use in emergency and other circumstances.

## 10. Fire evacuation procedure

Fire evacuation notices and fire exit signs are clearly displayed. Please ensure that you are familiar with the location of the fire extinguishers at the commencement of the event. The emergency exit is via the external fire escape adjacent to the kitchen. The assembly point for evacuation is the Pavilion car park.

## 11. Indemnity

In good time before the event the Organisers must give Hythe Town Council, in writing, a full indemnity of £5,000,000 against all costs, claims or demand which may be made against the Town Council, by reason of, or arising from, or connected with their use of the Sports Pavilion. Users/contractors on Town Council property must provide their own risk assessments for submission to the Town Council in advance of the event.

## 12. Completion of form

This form must be completed and returned to Hythe Town Council prior to the event taking place.

On behalf of the organiser, I have read and agree the above conditions.

Signed .....

Dated .....

on behalf of ..... (Organisation)

**EMERGENCY CONTACT NUMBER – CARETAKER 07979 344 168**