



## Lydiard Millicent Recreation Field and Jubilee Club House Booking Form

**Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH**  
07999 641919

|                                                                                            |           |         |
|--------------------------------------------------------------------------------------------|-----------|---------|
| Hirer's Name<br>(Hirer must be over 18 years of age)                                       |           |         |
| Address                                                                                    |           |         |
|                                                                                            | Post Code |         |
| Telephone                                                                                  | Day       | Evening |
| E mail:                                                                                    |           |         |
| Name of Organisation<br>(if applicable)                                                    |           |         |
| Description of Event                                                                       |           |         |
| Please confirm you have Public Liability insurance to cover the event (organisations only) |           | Y/N     |
| Please confirm you have seen and accept the Terms and Conditions                           |           | Y/N     |
| Estimate of numbers attending                                                              |           |         |
| Any other information                                                                      |           |         |

Hirer's Signature:

Date:

Print name:

**Please return this form to the Parish Clerk at the above address, or via email to [clerk@lydiardmillicent-pc.gov.uk](mailto:clerk@lydiardmillicent-pc.gov.uk) along with a copy of your insurance where applicable.**



## Booking Details

Please enter details of the booking required

[illegible]



## Jubilee Club House

Meadow Springs, Lydiard Millicent, SN5 3NH

### Terms & Conditions for Use by a Third Party

#### General

1. 'The Hirer' is the person who signed the Hire Agreement.
2. 'LMPC' is Lydiard Millicent Parish Council
3. 'The premises' includes Jubilee Club House and the recreation field.
4. No agreement to use the premises exists until:
  - a fully completed application has been approved by a representative of LMPC
  - you have received confirmation of the booking (this may be by phone or e-mail).
5. The Hirer must be over 18 years of age.
6. The Hirer or their nominated representative must be on the premises throughout the period of hire
7. The Hirer is not permitted to use the premises other than for the event detailed on the booking form, or at any time other than that listed on the booking form, without prior agreement from an authorised representative of LMPC
8. Any changes must be notified to LMPC who reserve the right to refuse consent to such change.
9. The Hirer, during the period of hire, will be responsible for the care of the premises and the good conduct of attendees, including the provision of adequate stewarding where required.
10. Should it prove necessary to summon the emergency services, quote post code **SN5 3NH**
11. The Hirer is required to undertake a Risk Assessment reflecting the specific nature of their event to ensure compliance with all relevant Health & Safety legislation. In particular the Hirer has a legal responsibility for conducting their activities in a way safe from fire. Under the **Regulatory Reform (Fire Safety) Order 2005** the Hirer is required to appoint a **Temporary Responsible Person** and prepare an **Emergency Plan** for each event. The **Emergency Plan** should include, but is not limited to, the following information:
  - the duties & identity of individuals who have specific responsibilities if there is a fire;
  - who is supervising and how to identify them;
  - location of exits and escape routes;
  - the location of assembly points;
  - the emergency warning signal;
  - the arrangements for fighting fire;
  - the arrangements for the safe evacuation of persons identified as being especially at risk, including those with disabilities, children and members of the public;
  - who will be responsible for calling the fire and rescue service;
  - who will meet the fire and rescue service on their arrival;
  - plans to deal with people once they have left the premises, especially children;
  - arrangements for ensuring escape routes and exits do not become blocked;
  - arrangements for limiting or controlling the number of persons in the premises, where necessary.
12. Copies of the Hirer's Risk Assessment, Emergency Plan and Public Liability Insurance must be made available to LMPC upon request.
13. The Hirer is responsible for the provision of adequate First Aid arrangements during the period of hire.
14. Any accident occurring during the period of hire must be reported to LMPC at the earliest opportunity and an accident report form completed.
15. The use of candles, naked flames, fireworks or any form of pyrotechnics is not permitted. (Small birthday cake candles may be used).
16. If the event involves children or vulnerable adults (who are or may be at risk of neglect or abuse) the Hirer must provide written confirmation to LMPC that a Safeguarding Policy is in



place and the Hirer's risk assessment must provide for adequate stewarding and care of vulnerable people.

17. The Hirer is responsible for the security of the premises during the period of use.
18. LMPC will not be liable for any loss or damage to property or goods used or exhibited on the premises or left by the Hirer or persons attending the event.
19. The Hirer is responsible to LMPC for any damage caused by or arising from the Hirer's event, whether to the fabric of the building, internal finishes or fittings or to any property or furniture or other items owned by LMPC. In the event of such loss or damage, LMPC may require the Hirer to reimburse LMPC for the cost of repair or replacement.
20. Users of the recreation field must make reasonable endeavours to ensure that the integrity of the pitches are maintained for other users and must report any concerns to the LMPC Parish Clerk.
21. The Hirer will indemnify LMPC against all claims, proceedings, damages, cost expenses and loss in respect of personal injury (including death) or loss or damage to property arising from your use of the premises save in so far as such injury, loss or damage is reasonably attributable to LMPC employees, councillors or volunteers.
22. No alterations to the existing lighting arrangements or the installation of additional electrical socket outlets are permitted. Extra lighting, public address systems, audio-visual or similar equipment may only be used with prior agreement and any approved additional electrical equipment intended for connection to the main electrical circuit shall be subject to a current Portable Appliance Test (PAT) certificate.
23. No alterations to the clubhouse heating system are permitted.
24. Extra fittings, staging, scaffolding, curtaining, props or decorations may only be erected or brought into the premises by prior arrangement. No prop, decoration, sign or other article may be fixed, glued, taped or in any other way attached to any part of the premises or any furniture except with the prior permission of LMPC.
25. All equipment, fittings etc erected or brought in by the Hirer shall be removed immediately upon completion of the event (unless by prior arrangement). If the Hirer fails to clear such items LMPC reserves the right to do so at the expense of the Hirer.

#### **Legal**

26. The premises are not licensed for the sale of alcohol. Any tickets or advertising must not state, for example, "price includes a glass of wine" (this constitutes a sale), but can state "refreshments provided free of charge".
27. If the proposed event involves the preparation and/or serving of foodstuffs, the Hirer is required to comply with all relevant food hygiene legislation including The Food Safety Act 1990 and The Food Hygiene (England) Regulations 2006.
28. Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
29. The Hirer must not permit any illegal activity on the premises during the period of hire.

#### **Termination**

30. Should it come to the attention of an LMPC representative that an event is contrary to any of these Terms & Conditions, or that the Terms & Conditions are being breached, LMPC reserves the right to terminate the agreement. If the period of hire has already begun, then the events may be terminated immediately. In these circumstances LMPC will not refund any hire charges paid, and will accept no liability for any loss incurred by the Hirer.

#### **Payments, bookings and cancellations**

31. For single events, payment is due at least 7 days in advance of the event. For recurring events, payment for hire is due within 30 days of invoicing, or within 30 days of completion of event hire period, whichever is the sooner.
32. Late payments will incur a late payment charge equivalent to 8% + current Bank of England interest rate of the outstanding balance, plus a £40 debt recovery charge. A £10 administration charge will be incurred every time LMPC contacts the Hirer regarding the outstanding charge.



33. Bookings that are affected by adverse weather conditions can be rescheduled at no additional charge, subject to availability.
34. LMPC reserves the right to charge for a minimum commitment on block bookings that may be impacted by the weather, in order to cover related costs.
35. LMPC reserves the right to cancel any booking and cannot undertake to give prior notice. If such a situation occurs, a full refund will be given.

**Data Protection**

36. LMPC will use the information on this form to ensure that all requirements relating to the booking are complied with and arrangements for the event itself. They will only share the information with those who need to see it for those purposes.