**REQUEST TO HIRE FOR AN INDIVIDUAL EVENT**

**THE ARTHUR HERDMAN PAVILION & RECREATIONAL PLAYING FIELD**

http://herdmanassociation.weebly.com

**EVENT: Date:**

**Time from: to:**  **Total hours**: @ £12 per hour = £

Is wheelchair access required for this event? Yes/No\* \* please delete accordingly

Hiree’s Name:

Contact phone number: Email address:

Please note the following and the Conditions of Hire overleaf:

**Access** When hiring the Pavilion, contact us *at least one week prior* to the date to arrange access to the venue plus any specific requirements you may have.

**Payment** This is due **in full at least one week prior to the event** **or *by prior arrangement* preferably by online bank transfer(see below for details)**, cash or cheque. See Also: Sale of Alcohol/Provision of Live Entertainment below.

**Sale of Alcohol/Provision of Live Entertainment** must be licensed by the Local Authority. If your event involves either of these specifications, the booking will incur an additional fee of £21 payable to The Herdman Association and must be paid at the same time as the hire fee.

**Insurance** The Hiree is responsible for providing his/her own Public Liability insurance. If you do not have this in place and any damage, loss or injury arising from the Hiree’s use of the facilities is not found to be attributable to an act of neglect or omission on the part of The Herdman Association or The Herdman Bequest (Owner), the Hiree shall be liable for that damage, loss or injury.

**Car Parking** Please advise your guests that there is no designated parking facility but parking is available on the road or (conditions permitting) on the verge opposite, keeping to one side only.

**Clarification of terms used:**  Hirer: The Herdman Association

Hiree: One who secures the booking

**AGREEMENT**  I/We have read the Conditions of Hire and agree to abide by them. I/We undertake to pay all fees in respect of the use of the facilities.

Signed: …………………………………………………………. Name……………………………………………Date: ………………

*See overleaf for* ***Conditions of Hire and contact details****.* ***This page only*** *should now be returned to*

***The Secretary (see over for contact details****) retaining a copy for your own records.*

**FOR OFFICE USE ONLY:** Amount charged for this booking**: £**

**PAYMENT METHOD**

**Bank Transfer** to(Lloyds Bank) **Account: 28517960** **Sort: 30-97-49** **THE HERDMAN ASSOCIATION** - quoting **Invoice Reference number** (see top right-hand corner)

Or by Cheque made payable to THE HERDMAN ASSOCIATION or by Cash

Signed (Herdman Association): Date:

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**CONDITIONS OF HIRE**

1. Sale or Supply of Alcohol. The Hiree is responsible at all times for the behaviour of their guests and for monitoring the sale and supply of alcohol. This responsibility cannot be delegated to a third person. The key responsibilities are: (a) the prevention of crime and order (b) public safety (c) the prevention of public nuisance and (d) the protection of children from harm.
2. The key objectives in fulfilling these four responsibilities are satisfied by denying the sale or supply of alcohol to the following people: (a) minors, people under the age of 18 (b) anyone who, in your opinion, is inebriated.

THE HIREE’S DECISION IS FINAL IN BOTH REGARDS.

1. The sale or supply of alcohol is restricted to private functions only where the guests have been specifically invited or have purchased tickets to attend. The sale or supply of alcohol at functions that are open to the general public is forbidden unless written confirmation has been obtained from the Committee at least 14 days in advance of the function.
2. Smoking is not allowed anywhere in the Pavilion. NB. Smoke alarms are fitted in the building and are sensitive to candles being lit and smoke created when using cooking facilities.
3. Hiress are responsible for ensuring the facilities are left in a clean and tidy condition after use, including the removal of all associated refuse sacks. Should extra cleaning be needed, an additional charge will be made.
4. Breakages or losses must be notified immediately to the Secretary and may be charged for.
5. The premises must be used only between the hours for which the booking has been made and must be vacated immediately afterwards. Permitted hours of use are Mon-Thurs 7am-10pm, Fri-Sat 7am-11pm, Sun 8am-10pm. *NB.* *The Herdman Association has a signed Agreement with The Herdman Bequest (Owner) to observe these hours of use therefore they are non-negotiable and must be strictly adhered to.*
6. The Hiree must ensure that, before leaving the Pavilion, lights and heating are turned off and windows and doors are secured.
7. CAR PARKING: Vehicles are not permitted on any part of the field. Drivers should park on the road or (conditions permitting) on the verge opposite.
8. Fire exits must be kept clear at all times.
9. No dogs are permitted on the field or within the Pavilion.
10. THE HIREE IS RESPONSIBLE FOR PROVIDING HIS/HER OWN PUBLIC LIABILITY INSURANCE. If the Hiree does not have this in place and any damage, loss or injury arising from the Hiree’s use of the facilities is not found to be attributable to an act of neglect or omission on the part of the The Herdman Association or The Herdman Bequest (Owner), the Hiree shall be liable for that damage, loss or injury.
11. The Hiree must not do, or allow anyone else to do, anything on the premises which may be a nuisance to, or cause damage or annoyance to the tenants or occupiers of neighbouring properties. Please ask guests to leave quietly after the close of your event. Car doors banging and loud talk disturbs residents.
12. The Hiree must not part with, or share, occupation of the premises with any third party.
13. In the event of inclement weather, in order to prevent significant and avoidable damage to the playing field, The Herdman Association reserves the right to cancel any booking involving the use of the field or to restrict access to it. In such circumstances the Hiree shall receive a full refund.

**Contact details for the Secretary: *Email:* secretaryherdman@outlook.com *call/text:* 07789 633800**