

REQUEST TO HIRE
THE ARTHUR HERDMAN PAVILION & RECREATIONAL PLAYING FIELD
<http://herdmanassociation.weebly.com>

EVENT/CLASSES:

Date(s):

Time from to: Total hours: hrs @ £10 per hour = £

(a) This is a one-off booking? Yes/~~No~~* If No, this is a recurring weekly/monthly* booking

(b) Is wheelchair access required for this event? Yes/No* * please delete accordingly

Hirer's Name:

Mobile:

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** either in cash, by cheque or online bank transfer (see below for details)

Insurance The Hirer 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 Hirer'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 Hirer shall be liable for that damage, loss or injury.

Car Parking 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.

Sale of Alcohol/Provision of Live Entertainment must be licensed by the Local Authority. This will incur an additional fee of £21 payable to The Herdman Association when required.

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 group booking: £

PAYMENT in full received via[†]

- ☐ **Bank Transfer to Lloyds Account: 28517960 Sort: 30-97-49 THE HERDMAN ASSOCIATION**
☐ **Cheque** made payable to THE HERDMAN ASSOCIATION or
☐ **Cash**

Booking recorded on calendar: Yes/~~No~~[†] ([†]delete accordingly)

Signed on behalf of The Herdman AssociationName: Date:

THE ARTHUR HERDMAN PAVILION & RECREATIONAL PLAYING FIELD

<http://herdmanassociation.weebly.com>

CONDITIONS OF HIRE

- 1 Sale or Supply of Alcohol. The Hirer 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.

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 HIRER'S DECISION IS FINAL IN BOTH REGARDS.

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.
- 3 Hirers 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 Hirer must ensure that, before leaving the Pavilion, lights and heating are turned off and windows and doors are secured.
- 7 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 Hirer is responsible for providing his/her own Public Liability Insurance.** If the Hirer does not have this in place and any damage, loss or injury arising from the Hirer'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 Hirer shall be liable for that damage, loss or injury.
11. The Hirer 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 Hirer 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 Hirer shall receive a full refund.

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