



PURTON BOWLS PAVILLION CONDITIONS OF HIRE
PLEASE KEEP FOR REFERENCE

Purton Bowls Pavilion is located at the Village Centre, Church Street Purton SN5 4DT.

Purton Parish Council is the sole Trustee of the Purton War Memorial and Village Centre Charity Reg. No 305562.

The **Bowls Pavilion** is open to all members of the community.

The person, organisation or association hiring the **Bowls Pavilion**, hereafter called the 'HIRER', will be responsible for ensuring all conditions herewith are complied with during the period of hire.

The **Bowls Pavilion** is available for hire during months from 1st October to 31st March (inclusive) between 8.30am to 12 midnight Mondays to Saturdays, 8.30am to 11pm Sunday. Extensions to 1am for a Friday night and to 2am for Bank Holidays and New Year Evening may be agreed.

1. Licensed capacity of the **Bowls Pavilion** is 50. The measurements of the main reception hall are: 5 metres X 12 metres
2. The Parish Council reserves the right to refuse any application to hire the **Bowls Pavilion**. Only persons 21 years of age or over are allowed to hire the **Bowls Pavilion**.
3. Payment in full is required at time of booking the **Bowls Pavilion**, including those for advanced and block bookings. The hire charges are those in force at the time of payment. Cheques should be made payable to PURTON PARISH COUNCIL.
4. A returnable deposit of £50 in cash is required one week prior to the hire date at the **Bowls Pavilion** for Parties, Dances and Weddings. The deposit will be returned to the HIRER if **Bowls Pavilion** is left after the period of hire in a satisfactory clean and tidy state in accordance with these Conditions of Hire.
5. In the event of damage, accidental or otherwise, to the **Bowls Pavilion** or its contents as a result of the hire, the Parish Council reserves the right to charge the HIRER with the full cost to repair or replace the damaged items(s). This includes the misuse, theft or vandalism of fire extinguishers.
6. **CCTV in operation** - if hirers overstay period of hire payment to cover the overstay will be taken from the deposit
7. In event of cancellation the following refund will be given:
 - Cancellation up to 16 weeks before event 100% refund
 - Cancellation between 16 to 12 weeks 50% refund
 - Cancellation between 11 and 8 weeks 25% refund
 - Cancellation 7 weeks before event **No Refund**
 - **If we are required to cancel the booking due to adverse weather conditions an alternative date will be offered. No monetary refund will be given.**
8. The Parish Council reserves the right to cancel bookings in the event of:
 - the **Bowls Pavilion** being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election,
 - the Parish Council reasonably consider that (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the **Bowls Pavilion** as a consequence of the hire.
 - the **Bowls Pavilion** becoming unfit for the use intended by the HIRER.

In such event, the HIRER shall be entitled to a refund of booking fee but the Parish Council shall not be liable to the HIRER for any resulting direct or indirect loss or damages whatsoever.

9. **The Bowls Pavilion is not Licensed for the sale of alcohol. If alcohol is to be sold on the premises the HIRER must obtain a Temporary Event License (TEN licences). The HIRER is responsible to ensure there is no overconsumption of alcohol on the premises.**

10. The HIRER must obtain both the agreement of the Parish Council and prior written consent from the Licensing Authority at Wiltshire Council for the (i) use of LASERS for special display purposes, strobe lighting effects, naked flame, pyrotechnics or smoke machines and the (ii) exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952). All conditions attached to the consent from the Licensing Authority shall be observed.
11. The use of Bouncy Castles or the like are not permitted in the **Bowls Pavilion**. Any equipment/apparatus brought into the premises is the Hirers total responsibility. Purton Parish Council will not accept any liability or responsibility for any external equipment provided by the hirer
12. No animals are allowed except Guide Dogs any variation to these terms must receive official written agreement from Purton Parish Council.
13. The Bowling Green is strictly **OUT OF BOUNDS**.
14. Films to be age restricted.
15. **PURTON PARISH COUNCIL'S SMOKING POLICY**
Smoking inside our building is prohibited this includes smoking outside near entrances and exits.

The HIRER'S responsibilities are:

- a) Keys can be collected 15 minutes prior to the hire from the key safe boxes located by the Village Hall front doors. The code to access the keys will be made available prior to hire after full payment has been received. Return of the keys after hire to the same location and posted through the black wall mounted post box.
- b) Not to use the **Bowls Pavilion** for any purpose other than that agreed when making the booking nor to sub-let or use the premises for any unlawful purpose or do anything that may endanger the premises or contents or endanger any insurance policies covering the premises or contents.
- c) Ensure the number of people at the function does NOT EXCEED the Licensed Capacity.
- d) Ensure there is no extreme or rowdy behaviour of the people attending the function that might cause damage to the **Bowls Pavilion** or its contents, nor cause antisocial behaviour or noise to occupiers of nearby houses or damage to their property. The person(s) in charge of the function shall not be under 21 years of age and must be on the premises for the duration of the hire.
- e) Not to use the **Bowls Pavilion** for performances or activities of an obscene or indecent nature or that may involve danger to the public.

f) NOT TO SUPPLY, SELL, OR ALLOW TO BE SOLD, ANY ALCOHOL TO PERSONS UNDER THE AGE OF 18.

- g) Comply with the fire regulations displayed in the **Bowls Pavilion** and ENSURE ALL GANGWAYS AND EMERGENCY FIRE EXITS ARE KEPT FULLY CLEAR AND UNLOCKED AT ALL TIMES during the period of the hire. HIRER should be familiar the location of the fire extinguishers and blankets (see attached plan) and ensure that the fire fighting equipment is only used for its intended purpose.

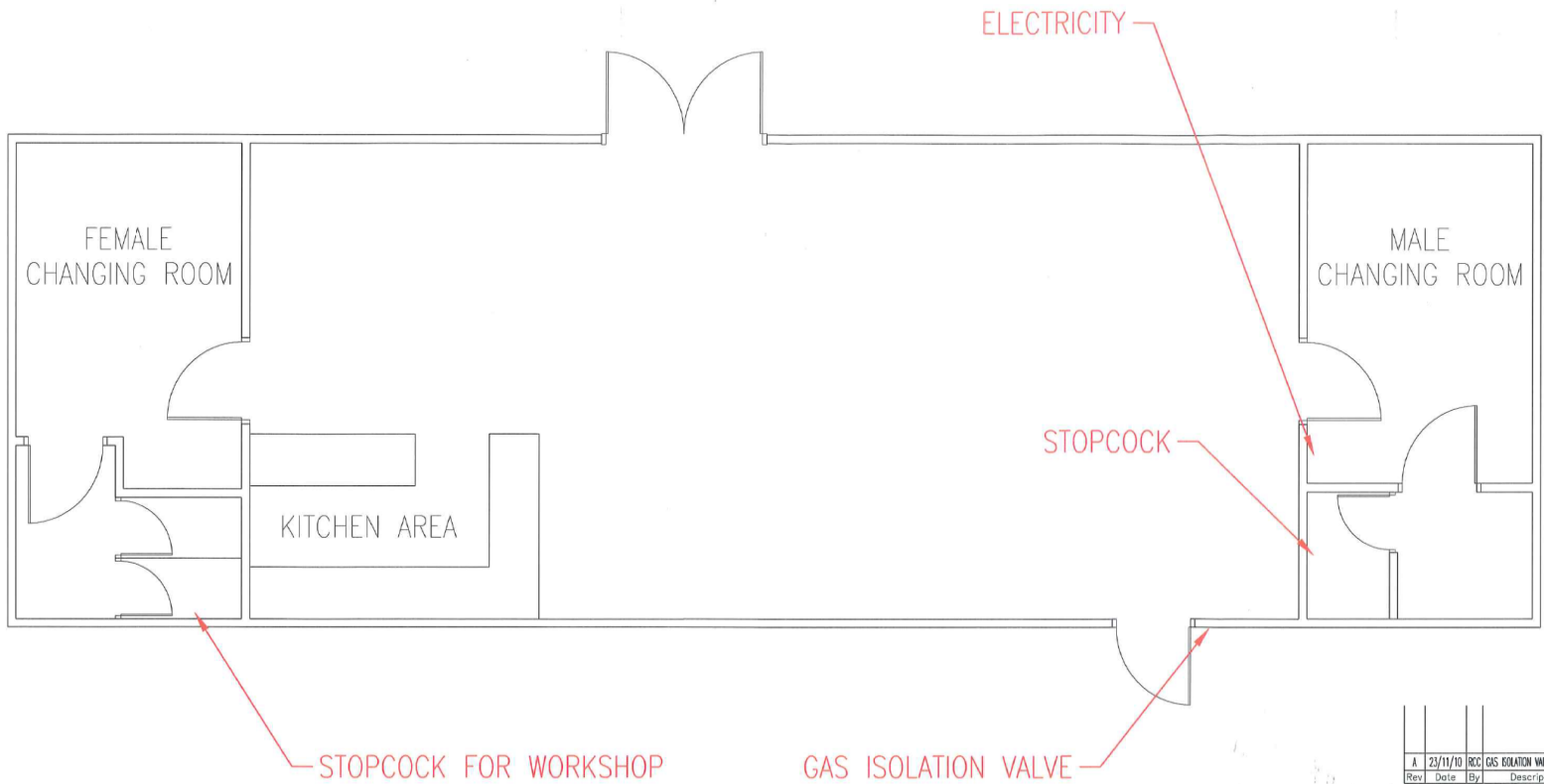
h) IN THE EVENT OF FIRE INSTRUCT PEOPLE TO VACATE THE BUILDING IN AN ORDERLY FASHION AND TO CONGREGATE AT THE FIRE ASSEMBLY POINT OPPOSITE THE PLAY AREA. THE FIRE BRIGADE TO BE CALLED (Bowls Pavilion post code is SN5 4DT)

- i) Ensure costumes worn by performers and their props, scenery, or similar hangings to be of such a material and maintained such that they will not readily catch fire.
- j) Not to bring any unauthorised heating appliances or flammable substances into the **Bowls Pavilion**.
- k) That any electrical equipment brought in for use in the **Bowls Pavilion** is in good working order and is used in a safe and appropriate manner. Such equipment must have a current Portable Appliance Test (PAT) Certificate. No electrical leads are to be trailed across the floor or doorways unless securely fixed to the floor with appropriate tape to prevent a trip hazard.
- l) Decorating the **Bowls Pavilion** NOT TO damage to the **Bowls Pavilion** or its fixtures and fittings. Use of sellotape, glue, nails, screws, drawing pins, blue-tac and staples to fix decorations to the walls of the **Bowls Pavilion** is not permitted. All decorations are to be removed at the end of the function.
- m) Record all accidents however minor in the Accident Book located next to the First Aid Station in the kitchenette.
- n) In the evenings, premises to be vacated not later than one hour after the function has finished

- o) At the end of the hire, ensure the **Bowls Pavilion** kitchenette is left clean and tidy. All tables and chairs used wiped clean, kitchen surfaces and appliances used to be cleaned and any crockery etc washed clean, dried and returned to the cupboards. Kitchen waste to be bagged and placed in the Parish Council bins located in the courtyard.
- p) Remove all personal property, equipment and any items or materials relating to their function.
 - o Put away and store the tables on the storage trolley and stack the chairs.

On vacating, ensure the heating is off (if used), all water taps, electric lights are switched off and all doors are securely locked and windows shut.

- q. The hirer to ensure no person or animal ventures out onto the Bowling Green during the function



MAIN GAS SHUTOFF VALVE IN RED HOUSE MEETING ROOM

| Rev | Date | By | Description | Chk |
|-----|----------|-----|---------------------------|-----|
| A | 23/11/10 | RCC | GAS ISOLATION VALVE ADDED | |

| | | |
|----------------------------------|--------------------|------------------|
| RECORD DRAWING | | |
| Project PURTON PARISH COUNCIL | | |
| Title PURTON BOWLS CLUB | | |
| Checked By | Drawing No. | Revision |
| | PPC/FA/06 | A |
| Scale 1:50@A3 | Drawn R CHALLIS | Date 17/09/09 |