



The Avenue Pavilion Hiring Regulations

July 2017 to Present



PETERSFIELD TOWN COUNCIL

The Avenue Pavilion

Facilities available with this hire are - Main Hall Area 12.8 m x 7.5 m, Kitchen 2.0 m x 4.6 m (Oven, Hot Water Boiler), Toilets, 6ft Tables x 5, 5ft Tables x 5, Padded Chairs x 40, Plastic Chairs x 17, and Disabled Access.

The Avenue Pavilion is licenced for live entertainment and the sell of alcohol.

You will have use of a free car park for all users of the hire during the hire period.

Playing fields can be used with the hire of the Pavilion, but please note that these are public areas that can be used by any member of the public.

Bookings

1. All bookings must be accompanied by a 'Hirers Booking Form – (*Portrait*)' or 'Regular Hirers Contract – (*Landscape*)', which also includes a 'Nominated Responsible Person Section' on the back. This form can be obtained from our website www.petersfield-tc.gov.uk or from the Town Council Offices in Heath Road, Petersfield, GU31 4EA, Forms should be submitted no later than 14 days before the hire date. Bookings taken 2 weeks or less before the required hire date will require full payment at the time that the booking is made. Applications will not be accepted from persons less than 18 years of age.

The Council will require a returnable damage deposit which is to be paid as part of the invoice prior to the hiring of the hall. When the hire period is over, the hall will be inspected, and if all is fine, the deposit will be returned either in the form of a cheque, or if the 'Deposit Return Form' is completed, by BACS. Please be aware that it can take up to 14 days to process your deposit.

2. The tariff of charges includes the standard use of lighting and heating.
3. The Council reserves the right to review hire charges annually for implementation on 1 April each year.

Conditions of Hire

4. Upon receipt of a signed booking form, the appropriate charges will be raised on an invoice to the named hirer, along with a Deposit Charge of £150 or £75 for an under 13 Birthday Party.
5. Hiring fees, and returnable damage deposits, are payable in advance and such fees must be paid not less than 14 days prior to the date for holding the event for One Off Hirers. Regular hirers will receive an invoice one month in advance on 1st of each month with 30 days to pay. In the case of bookings where payment has not been made the Council reserves the right to refuse admission.
6. All hirers will require public liability insurance. For one-off private hirers, it is possible to use Petersfield Town Council insurance. However, they will be responsible for the "excess charge" for any insurance claim made by the council for damage caused by the hirer. Commercial hirers will require their own public liability insurance for all participants, all properties and equipment belonging to the hirer. The minimum level of public liability required is £2m (Two million). A copy of this will need to be produced and provided to Petersfield Town Council,
7. Hirers will be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the letting period, and will be charged the cost of repair, or replacement as determined by Petersfield Town Council.
8. All refuse must be removed and disposed of away from the premises immediately after the hire. The premises and equipment must be left in a clean and tidy condition. Failure to clear up and remove/dispose of all arisings will lead to the hirer being charged for that work to be undertaken, less the deposit paid.

9. Any equipment, properties etc., brought into the Hall for use in connection with a booking must be removed immediately when the booking has ended, unless previous arrangements have been made for such equipment, properties etc., to be left, and the appropriate charge has been paid. The Council will not be responsible for loss or damage to property belonging to any person using the Avenue Pavilion.
10. Hirers must inform the Office Administrator ***within three days*** of all the music performed and of all songs sung with the names of the Singer/Author/Composer of each such composition and the number of times each has been performed ***as legally required by the Performing Right Society.***
11. The Council may cancel or terminate any hiring if the premises are required for any purpose connected with European or United Kingdom Local Authority Elections and shall not thereby incur any liability to the hirer, other than for the return of such hiring charges as shall have been paid by the hirer. Hirers are advised to insure against this eventuality.
12. The Council reserves the right to cancel any letting if it should so desire, subject only to the return of the fees paid and to no other claim.
13. The Council reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
14. Where the hirer wishes to cancel a booking, the following Cancellation Charges apply:-

One Off Hirer	Charge	Regular Hirer (within contract)	Charge
Notified 8 weeks in advance:	No charge	Notified 4 weeks in advance:	No Charge
Notified less than 8 weeks in advance:	50% charge	Notified less than 4 weeks in advance	50% Charge
Less than 7 days in advance:	100% charge	Notified less than 2 weeks in advance	100% Charge

Regular Hirers are required to notify Petersfield Town Council of cancellations and non-requirements (e.g. School Holidays) in writing, either by email or letter so that the appropriate invoice can be raised for each period of hire.

15. Discounts are available to Regular Hirers on the following basis.

Period of Time	Usage	Discount Rate
12 months and over	Less than 1 hour per week	0.00 %
12 months and over	1-2 hours per week based on 44 weeks hire in the previous year	10 %
12 months and over	Over 2 hours per week based on 44 weeks hire in the previous year	15%

This will be reviewed on each anniversary of the commencement of the hire, so will not be reviewed and implemented until a period of 12 months have past. Discounts will be awarded based on the previous years hire,

16. Hirers are responsible for providing First Aid cover as necessary. All accidents must be recorded immediately on a Personal Injury Incident report form (available adjacent to 1st Aid box in the Kitchen) and handed to the Town Council Officers at the earliest opportunity.
17. The Council has the right to limit or restrict the use of any part of the premises at any time.

Licencing Terms

18. The sale of alcohol in the Avenue Pavilion must be in accordance with the terms of the Premises Licence under the Licensing Act 2003. This Act states that to sell alcohol the person must be over 18 years of age and that an application form (available from the web site or Town Council Officers) must be completed and approved prior to the hire period.
19. During licensed events it is the responsibility of Hirers to prevent crime and disorder, maintain Public safety, Prevent Public Nuisance and the protection of children from harm they must therefore have adequate number of attendants over the age of 18 throughout the period that alcohol is available.
20. No smoking is permitted in any part of the premises.

Building Security, Fire and Safety

21. The building must not be left unlocked and unattended at any time during the hire. A key (or keypad code) and car park padlock number will be provided to the Hirer's nominated "Responsible Person", prior to the hire, and this can be used as many times as necessary during the hire period.
22. Hirers are responsible for ensuring that all entrances to the Avenue Pavilion are kept clear at all times for the emergency services to reach the building. Under no circumstances must these routes or the routes to the fire escapes from the building be obstructed.
23. Hirers are responsible for the safety of all persons in the building at all times
24. In addition, the expectation of the Hirers 'Nominated Responsible Person' is to ensure that
 - they are aware of the building fire exits, position of hand held fire extinguishers and their operation
 - In the case of outbreak of fire, evacuate the building and call 999 for appropriate services
 - ensuring that no overcrowding occurs in any part of the premises
 - Keep hall entrance, gangways, fire doors and exits clear at all times. Fire doors must be kept closed.
 - Preventing any misuse of seats and furniture
 - being aware of any special requirements needed to ensure safe evacuation in an emergency
 - Familiarising themselves with the Hall sketch plan on the Avenue Pavilion internal notice board
25. No decorations of any description are to be affixed to the walls or woodwork except with the prior approval of the Town Council Officers and such walls and woodwork are not to be marked in anyway.
26. Full details of any proposed decorative materials, display, tableaux etc., to be used in the Hall must be submitted to the Town Council Officers for special approval.
27. The entrance shall at all times be kept entirely clear of any displays, stands, or decorative materials unless the prior consent of the Town Council Officers has been obtained for the placing of such displays.

Car Parking

28. The car park is provided for all users of The Avenue (Pavilion and all sports facilities), and the hirer will be given the key code at the point they collect their door key (code).

Alterations and Additions

29. If additional equipment is required, Hirers must arrange for it to be provided and fixed by a qualified person at their own cost, after receiving prior agreement from the Halls Manager.

30. No alterations or additions of a permanent nature are to be made during the period of hire to any part of the building, either inside or outside, or to the approaches thereto, or to the fittings or machinery, or to the electrical installation or equipment, nor shall any interference be made with the approaches to or exits from the building without the written consent of the Halls Manager.

Health and Safety

31. No portable heaters are to be used in the hall (unless provided by the Council)
32. The use of naked lights, flames (except for birthday cake candles), and indoor fireworks in the hall during the hire is forbidden, unless consent is given by the Halls Manager.
33. Hirers are responsible for ensuring safety of all persons attending in the area they have hired and that everyone adheres to the regulations.
34. Any electrical appliances brought into the hall for use during hires must have a current PAT (Portable Appliance Test).
35. The council must be kept informed of all incidents, accidents or problems that the hirer experiences. Contact can be made at any time using the phone number located on the notice board inside the Pavilion.
36. Except with prior written approval of the Council the hirer shall not permit any animals or birds to enter or remain on the premises, this condition shall not apply to any guide/assistance dog accompanying a person with a disability.

Child Protection Act – requirements

37. The hirer shall strictly observe and perform the relevant provisions contained in the Children and Young Persons Act, 1933 as amended, or any statutory modifications or re-enactment thereof. If children are to perform then the regulations and requirements as specified in the Town Council's Child protection policy must be adhered to. A copy of this policy is available from the Halls Manager.
38. The Town Council reserves the right to amend/alter these hiring regulations without notice.

Neil Hitch
Town Clerk

**LARGE PRINT VERSION OF THIS DOCUMENT
IS AVAILABLE UPON REQUEST**

September 2017