

Shakespeare Park Sports Pavilion Avon Road, Braunstone Town, Leicester, LE3 3AB

CONDITIONS OF HIRE

1. GENERAL CONDITIONS & HIRERS RESPONSIBILITIES

a) **CONDUCT OF PATRONS & GUESTS**

THE HIRER SHALL BE RESPONSIBLE FOR THE PROPER CONDUCT OF PERSONS USING THE ROOM AND SHALL BE AT THE PREMISES AND IN CHARGE FOR THE WHOLE TIME THE FUNCTION IS TAKING PLACE. In the event of any person acting in such a manner as to cause annoyance or inconvenience to other persons, take all necessary steps to deal with the offender. The Shakespeare Park Sports Pavilion Management Association will not tolerate aggressive, abusive, offensive or any other type of inappropriate behaviour.

b) **RESPECT OUR NEIGHBOURS**

Hirers and their guests are asked to ensure that they RESPECT OUR NEIGHBOURS

- * DO NOT PLAY CAR STEREOS WHILST IN THE CAR PARK & SITE
- * QUIET PLEASE WHEN LEAVING THE BUILDING AT CLOSING TIME
- * DO NOT BLOCK NEIGHBOURS' DRIVEWAYS WITH YOUR CAR
- * ALL EXTERNAL DOORS AND WINDOWS OF THE FUNCTION ROOMS TO BE KEPT CLOSED

No unreasonable limitation is placed on the use of the room except they are not to be hired for animal/bird shows, football training sessions or as headquarters and/or committee rooms for any political candidate. Due to the proximity of residential houses to the Shakespeare Park Sports Pavilion it is the responsibility of the hirer to ensure noise from disco's etc is always kept to a reasonable level. An automatic noise controller is fitted in the Club room,

2. BOOKINGS AND HIRE CHARGES

A fully completed and signed booking form must be submitted to book the Club room. **No** provisional bookings are accepted. Any booking entered in the diary will be deemed to be a confirmed booking and subject to the Cancellation conditions below. The current hire charges are displayed on the Councils website and on the notice board at Shakespeare Park. The Management Association reserves the right to alter its scale of charges at any time and the fee to the hirer for the use of the room shall be in accordance with the scale of charges in operation on the date of booking.

Deposit –

Where the total cost is over a £100, a non-refundable deposit of £100 will be required to secure the room. The total fee must, however, be paid no later than 28 days before the date of hiring. If the total cost of the room is lower than the £100 then payment must be paid in full at time of booking

3. CANCELLATION/TRANSFER OF LETTING

- (a) Should the hirer cancel a booking, the deposit of £100 or total cost of the room hire shall be forfeited.
- (b) Should the Management Committee before a function commences, be of the opinion that it is likely to be of an objectionable and undesirable nature, it shall have full power to cancel the booking and return the hire fees and shall not be liable to pay compensation
- (c) All cancellations must be made in writing to Customer services at Braunstone Town Council, Civic Centre, Kingsway, LE3 2PP.
Bookings will NOT be cancelled unless written notification is received from the person signing

the booking form.

- (d) A booking may be transferred to another date provided 28 days notice is given, if the booking is transferred more than once, a modest administrative charge will be levied.

4. NUMBERS OF PERSONS TO BE ADMITTED

Shakespeare Park Sports Pavilion Club room inc. kitchen – 80 people.

5. BOUNCY CASTLES or INFLATABLES

Small Bouncy Castles and Inflatables are allowed in the Function Room with a maximum height of 2 meters. No adults are to use bouncy castles/inflatables. Use of bouncy castles/inflatables outside the Function Room is **prohibited** under any circumstances.

6. NO BALL GAMES

No ball games are allowed in the Pavilion, on the Bowling Green, or on the surrounding site; please use the park.

7. CLEANING & DAMAGE

The hirer will be responsible for any excessive cleaning costs and the cost of repairing any damage caused to the room(s) contents, building, and site, including replacing any furniture or fittings lost or missing from any part of the building and site.

Therefore, for parties, weddings, and other bookings of a similar nature, a modest bond will be levied. It will be refunded approximately three weeks after the event, provided no damage has occurred. If the damage exceeds the bond, appropriate action will follow to recover the whole amount. An additional amount will be levied for functions for 13 – 21-year olds.

The hirer shall be responsible for cleaning the crockery and any equipment (cooker, sink etc) after use, and must leave the Club room, kitchen, Toilets, building & site in a clean and tidy state. Failure to comply with this Condition could result in the hirer paying additional costs for cleaning undertaken by the staff. Preparation and clear up time are charged at full cost. Hirers must book sufficient time at the end of the function to allow for cleaning up. Any additional time not paid for in advance may be deducted from the deposit.

8. SMOKING, NAKED FLAMES/FIRES

Please note that smoking is not allowed in any part of Pavilion. Naked flames/candles are not permitted at any function in the Pavilion. Please utilise the cigarette bins provided outside the building, this site is used by children and young people as a sports facility.

9. ELECTRICAL FITTINGS

No electrical fittings or appliances in the premises may be altered, removed, or interfered with in any way, or additional fittings or appliances installed without prior approval of Shakespeare Park Sports Pavilion Management Association.

9. LOSS OF PROPERTY

Shakespeare Park Sports Pavilion Management Association will not, under any circumstances, accept responsibility or liability in respect of any damage to, or loss of, any property, articles or other items of whatever nature which are placed or left upon the premises by the hirer or other persons attending the event/function.

10. BOWLS GREEN

The Bowling green is a specialist playing green and should not be walked on in ordinary footwear.

Therefore, under no circumstances should hirers allow guests to access the Bowling Green. Any damage done to the green whilst the function is taking place shall result in money being deducted from the refundable deposit, if the damage exceeds this amount appropriate action shall be taken to recover the cost.

11. CAR PARKING

A car park is available **Hirers are asked to ensure that neither they nor their guests block local resident's driveways.** Neither Shakespeare Park Sports Pavilion Management Association or Braunstone Town Council accepts no responsibility for loss or damage to vehicles parked on the Town Council car parks.

12. COMPLAINTS

Any complaints regarding the management control or condition of the room(s) should be made in writing to Shakespeare Park Sports Pavilion Management Association at gm.webster@hotmail.co.uk

DATA PROTECTION:

By hiring our facilities, you agree to Shakespeare Park Sports Pavilion Management Association and Braunstone Town Council who act as agents on their behalf collecting and processing your personal data to enable us to deal with your booking and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which set out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.