

# BURTON ON THE WOLDS PAVILION HIRE

## TERMS AND CONDITIONS

1. Your booking is for the time period stated on your receipt either Morning 08.00 – 12.30, Afternoon 13.00- 17.30, Evening 18.00- 22.30 or all day between the hours of 08.00am and 10.30
2. The booking can be cancelled up to one week beforehand for a full refund.
3. The code for the key safes for both doors to the pavilion are to be found on your receipt. At the end of the hire the doors must be locked and the keys returned to the correct safe
4. Rules re Covid must be observed as advised on the Charnwood website. These are subject to change in accordance with national guidance. You are responsible to review these guidelines and check for updates <https://www.charnwood.gov.uk/pages/restrictions>
5. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, doors must be locked and windows and shutters closed and secured.
  - All kitchen equipment and surfaces must be cleaned and items put away.
  - All rubbish must be taken away for disposal by the Hirer.
  - If the fridge or cooker has been used it must be cleaned and emptied.
  - Toilets must be flushed and showers turned off and both left in an acceptable state.
  - The floors and outside veranda should be swept and left free of litter.
  - Tables and chairs to be left clean and stacked as found.
  - Water remaining in the kettle or urn should be emptied out.
  - All appliances must be switched off and unplugged, with the exception of the fridge.
  - All lights and taps must be turned off
6. No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair.
7. Any charges incurred by the PFA due to breakages, poor cleaning, failure to replace furniture, etc. will be passed on to the Hirer.
8. All breakages must be reported to the PFA secretary [burtonpfa@gmail.com](mailto:burtonpfa@gmail.com) 07887 996293
9. Alcohol must not be sold on the premises or consumed by persons under the age of 18
10. Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must agree there will be supervision throughout the period of hire.
11. If the Hirer wishes to use a bouncy castle or similar inflatable, the Playing Field Association can accept no liability for use of such.
12. Fireworks and candles are not allowed, either for internal or external use with the exception of birthday cake candles.
13. As part of your booking agreement you are asked to be aware and respect residents living in close proximity to the pavilion.
14. The PFA Trustees reserve the right to cancel any booking by giving notice in writing and returning the hiring charge, should the purpose of hiring the Hall be in any way improper or unauthorised.

**By making the booking, the Hirer agrees to comply with these terms and conditions.**