

RISINGHURST & SANDHILLS PARISH COUNCIL

Room / Playing Field Booking Form

Organisation		
Address		
Email Address		
Telephone Number		
Purpose of Function		
Dates of Hire		
Times:	Times From:	Time To:
Total Number of Hours:		
Number of people expected		
Hire Cost		

Please give details below for billing purposes. (Contact, Address and Telephone number)

Please inform the Parish Council who has responsibility of the keys.

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Terms and Conditions of Hire

Damage to the Premises or Equipment

All losses or damages caused shall be the responsibility of the hirer. All damages will be billed for. The hirer remains liable to pay the full amount to repair or replace, which must be paid within seven days of hiring.

Catering Facilities

The Kitchen area may be used for catering purposes using the equipment provided. The kitchen should be left in a clean and tidy state.

Cleaning

It is the responsibility of the hirer to ensure that the room is left in a clean and tidy condition. All used table tops are to be cleaned, carpet cleaned and bin emptied. Bin bags will be provided.

Intoxicating Liquor & Smoking

No intoxicating liquor may be brought on to or consumed on the premises unless approved by the Parish Council. The Hirer shall not sell such Liquor on the Premises unless he has obtained all licenses for that purpose required by law. The premises are strictly no smoking.

Entertainment Licenses

The Premises must not be used for music, dancing, singing or theatrical entertainments without the prior approval of the Parish Council; if a license is required the hirer must obtain it.

Restriction of Access

Hirers shall have access to the particular room or rooms or grounds let to them; in addition wherever possible they may at no additional charge have use of the WCs.

Time Limits

No Letting shall occur beyond 10.00pm unless the Parish Council permits later occupation.

Prohibitions

The premises shall not be used for any purpose which is unlawful or which is capable of bringing the Parish Council or any of its servants into disrepute. No preparations are to be applied to the flooring or the walls of the premises.

Power of Revocation & Reservation

The Parish Council reserves the right to amend or revoke these conditions without notice and any contract for the hire of the Room/Playing Field.

Disputes

Any Dispute on the use of the facilities or equipment shall be referred to the Chairman whose decision shall be final.

I have read and agree with the terms listed above

Signed.....Date.....

Risinghurst & Sandhills Parish Council

Telephone Number: 01865 779946