

GROUNDS HIRE

All persons hiring any part of the 'GROUNDS' must be aware of the following:-

1. FIRE PRECAUTIONS

- a) The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the area.
- b) Emergency access routes and the need to keep them clear.

2. FIRST AID PROVISION

The Hirer is responsible for first aid provision.

3. PERFORMING RIGHTS

The Hirer is required to pay all royalties due to the Performing Rights Society for the performance of music or plays.

4. PAYMENT

- a) Payment is to be made in full prior to commencement of hire.

5. CANCELLATION OF BOOKINGS.

- a) By St Stephen Parish Council for reasons beyond its control, NO responsibility can be accepted for any loss or damage sustained by Hirers.
- b) **By the Hirer: In the event that the hire agreement is cancelled an administration fee of £30 will be levied.**

6. AT THE END OF THE HIRING.

- a) The Hirer shall be responsible for leaving the grounds in an acceptable condition.
- b) Gates shall be properly locked and secured, unless otherwise directed.
- c) Failure to comply with the above WILL result in an additional charge.

7. STANDARD OBLIGATIONS.

- a) Alcohol may only be brought onto the grounds with the prior approval of St Stephen Parish Council.
- b) The hirer accepts full responsibility for the provision of a mobile bar and occasional alcohol licence.
- c) No commercial activity involving direct selling to the public to take place on the grounds other than 'Fund Raising' and 'Charity' events declared to and approved by the St Stephen Parish Council.
- d) Any special equipment brought onto the grounds with permission MUST comply with current Health & Safety legislation and MUST be removed immediately after.
- e) Any musical event must have consideration for sound noise and if not carefully observed may result in the early closure of the event.
- f) Entertainment events must be subject to regulated ticket control, issued in advance of the event day.
- g) If sales of any type are permitted because of their status, the local Trading Standards Office may be informed, and, if considered necessary, advice sought before any booking is confirmed.
- h) The St Stephen Parish Council reserves the right to:-
 - i) Negotiate a new fee if the event is at variance with that booked.
 - ii) Cancel the event if at variance with that booked,
 - iii) Cancel repeat bookings if not satisfied with the behaviour of the hirer or their agents.
- j) Any accidents or defects found with the facilities/grounds are to be reported to the Clerk as soon as possible.

8. OTHER SPECIAL CONDITIONS.

St Stephen Parish Council reserves the right to impose any 'Special Conditions' it deems fit to ensure the smooth running and preservation of the 'GROUNDS' and must be agreed by the hirer at the time of booking.

9. CLOSURE OF THE GROUNDS

St Stephen Parish Council reserves the right to close the 'GROUNDS' with or without notice to enable essential maintenance work to be carried out. NO responsibility can be accepted for loss sustained by the hirer.

10. DISPUTES.

St Stephen Parish Council shall decide any dispute between the Council and the Hirer that cannot be agreed in an amicable manner and all such complaints should be addressed in the first instance to The Clerk.

I have read and agree to St Stephen Parish Council Basic Conditions and Obligations of Hirers.

Signed:.....

Date:.....

Print name:.....