

Stilton Parish Council

Pavilion Hire Terms and Conditions

Reading time: Approximately 5 minutes.

1. General Information

1.1. **Hirer's Responsibility**: The person or organisation hiring the Pavilion (hereinafter referred to as "the Hirer") is responsible for adhering to all terms and conditions set forth by the Parish Council.

1.2. **Purpose of Hire**: The Pavilion may only be used for lawful purposes as specified in the hire agreement.

1.3 **Age Restrictions**: All bookings must be made by a person over the age of 18.

1.4 **Further restrictions**: No sub-letting is permitted.

2. Booking and Payment

2.1. **Booking Confirmation**: A booking is only confirmed once the Parish Council has received a completed booking form and the required deposit.

2.2. **Deposit**: A deposit must be paid to secure the booking. This deposit will be refunded within 14 days of you providing us with your banking details following the event, provided there is no damage, adequate cleanliness following the hire and no breach of terms.

2.3. **Hire Fee**: The full hire fee must be paid 30 days before the event. Failure to pay the fee in time may result in cancellation of the booking.

2.4. **Cancellation Policy**: Cancellations must be made in writing (email is preferable). Cancellations made more than 60 days before the event will receive a full refund (deposit, security, hire charges). Cancellations made within 31 to 60 days before the event will forfeit the deposit (to a maximum charge of £250). Cancellations made within 30 days will forfeit the hire charges paid and any security payments. Non-payment of hire charges in the event of a cancellation within 30 days can be taken from the deposit, for recovery payment only.

2.5. **Payment:** Payment will ideally be made by BACS. We do not accept cash.

2.6. **Regular Hire**: Payment is invoiced a month in arrears. Non-payment within 3 months of the 1st of the last unpaid month will result in suspended Pavilion hire until outstanding invoices are cleared. Deposits (£100) are held on a rolling basis.

2.7. **Cancellation of Booking**: Your booking could be cancelled if the Pavilion is required for use as a Polling Station, there would be a breach of licencing conditions, unlawful activities, the Premises becomes unfit for use or if there is a need for emergency use in the event of a disaster. In these cases, a full refund will be provided. For Regular users, the Parish Council reserves the right to cancel up to 6 sessions per year for the above reasons and/or to allow large events or meetings to take place. At least 2 weeks-notice will be provided. Regular users may cancel up to 6 sessions per year. 2 weeks-notice must be provided or a 50% fee will be incurred.

3. Use of Pavilion

3.1. **Permitted Use**: The Pavilion may be used for community events, exercise classes, private parties, meetings, weddings or any activities described in the Premises Licence.

3.2. **Prohibited Activities**: The following activities are prohibited: smoking in the building or within 3 metres of the building, use of an outdoor cooking appliance within 3 metres of the building, use of fireworks (including sparklers), candles (or tea lights) in the building or on the Community Field, studded boots in the building, sticking decorations to the walls or near light fittings, confetti cannons, pyrotechnics, smoke (or haze) machines, untethered helium balloons or Chinese lanterns. Should the fire alarms be set off due to any of the above being carried out within 3 metres or within the building, all costs will be charged to the Hirer.

3.3. **Capacity**: The maximum capacity of the pavilion is 250 persons (120-150 seated, 220 to 250 theatre style). The Hirer must ensure this limit is not exceeded and that emergency exit routes are kept clear.

3.4. **Noise Levels**: The Hirer must keep noise at a reasonable level to avoid disturbing nearby residents. Music must stop by midnight. After 11pm all external doors and windows must be closed to ensure noise levels are kept to an acceptable level (below 34 decibels).

3.5. **Set Up/Clear Away**: The Hirer must allow time within their booking to set up and clear away. The Hirer is expected to set up and put away any tables and chairs (following cleaning) unless Pavilion staff have been previously confirmed as able to do this. Please follow directions in the store cupboards regarding where tables and chairs are stored.

3.6. **Rubbish:** To be taken off site unless bin provision has been paid for (all rubbish to be placed in the commercial bins within the bin store).

3.7 **Alcohol**: The Pavilion has no liquor licence. The Hirer is responsible for arranging this if a bar is needed and a copy of the licence MUST be sent to the Pavilion Administrator at least a week before the event.

3.8. **Parking**: Parking is provided for up to 72 vehicles on the Pavilion private road. Vehicles must not obstruct the road.

3.9. **Animals**: No animals to be brought into the building unless previously agreed with the Parish Council.

4.0 Large parties: Hirers of larger events will be asked to attend site prior to the hire to run through arrangements and ensure all necessary documents are in place.

4. Safety and Conduct

4.1. **Supervision**: The Hirer is responsible for the supervision and conduct of all persons using the Pavilion during the hire period.

4.2. **Health and Safety**: The Hirer must comply with all health and safety regulations. The Hirer must be aware of the location of fire exits and fire-fighting equipment. An Emergency Evacuation Procedure is posted on the notice board at the Pavilion entrance. In the event of fire, call 999, evacuate the building and do not re-enter until advised safe to do so by the Fire Service. No children allowed in the kitchen.

4.3. **Accidents and Incidents**: All accidents and incidents must be reported to the Parish Council immediately.

4.4**. Third Party Contractors**: It is the Hirer's responsibility to ensure Third Party Contractors have the appropriate insurance in place. In the case of Bouncy Castles/Inflatables, the Parish Council must be forwarded the PIPA inspection certificate (less than 1 year old), Public Liability Insurance of at least £5million for private events and £10million for events attended by members of the public, along with confirmation of the inflatable

adhering to British Standards, from the provider at least a week prior to the event. The Third-Party Provider **MUST** remain on site during the hire, providing supervision and a separate form signed by the Hirer, confirming this. **In the event these are not forwarded, inflatable use will be denied.** For catering contractors, a valid Food Hygiene or Food Standards Agency Rating Certificate must be forwarded a week prior to the event.

4.5. **Electrical items**: must be PAT tested and certificates forwarded to the Pavilion Administrator a week before hire.

5. Premises Condition

5.1. **Inspection**: The Pavilion will be inspected before and after the hire period. Any damage or loss will be charged to the Hirer and taken from the deposit, or if damage exceeds the deposit, an invoice will be forwarded for immediate payment.

5.2. **Cleanliness**: The Hirer must leave the Pavilion in a clean and tidy condition. All rubbish/possessions must be removed from the premises.

5.3. **Damage**: Any damage to the Pavilion or its contents will be the responsibility of the Hirer, and the cost of repair or replacement will be deducted from the deposit (or an invoice forwarded).

5.4. **Late Arriving Charge**: Failure to attend at the agreed hire start time will incur a £50 late arrival fee for the first 30 minutes and £100 late arrival fee for between 31 and 60 minutes. Until either you as the Hirer, or the Responsible Person, is in attendance, no contractors for the booking will be permitted to enter the building. ** Notification by telephone of a late arrival up to 30 minutes prior to the hire start time will incur no late arrival fee **

5.5. **Late Departure Charge**: Failure to depart at the agreed hire finish time will incur a £50 late leaving fee for the first 30 minutes and £100 late leaving fee for between 31 and 60 minutes. ** Notification by telephone of a late finish up to 30 minutes prior to the hire finish time will only incur the normal hire charge fee ** Late leaving/a time extension can only be agreed if no further bookings are planned for the time.

5.6. **Alarm Call Out Charge**: Should the Parish Council's alarm company have to visit the Pavilion to lock up after a regular hirer has left the building unsecured, that charge will be passed onto the hirer on the next available invoice.

6. Termination

6.1. **Breach of Terms**: The Parish Council reserves the right to terminate the hire agreement with immediate effect if the Hirer breaches any of these terms and conditions.

6.2. **Force Majeure**: The Parish Council is not liable for any cancellation or interruption of the hire period due to circumstances beyond its control.

By signing the booking form, the Hirer acknowledges and agrees to these terms and conditions.

Complaints: All complaints must be made to the Parish Clerk (email: clerk@stiltonparishcouncil.gov.uk) or by phone: 01733 639106.

Last reviewed: 12 May 2026