

# GOREFIELD PLAYING FIELD ASSOCIATION

Registered Charity No. 1051382

## HALL & PAVILION HIRING APPLICATION FORM & CONDITIONS

### **Important note.**

In accordance with GDPR we only collect your data to enable us to manage your hall booking and we will only use it for that purpose. It will not be passed to a third party.

Please ensure you read this document together with documents regarding Special Conditions relating to Teenage Parties (if applicable) before you sign this application.

**Version 6**

Dated: April 2023

# Gorefield Playing Field Association

## Conditions of Hire

During the Period of Hire the Hirer will:

1. Be responsible for the supervision of the premises, its fabric and contents
2. Be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements, so as not to obstruct the highway or create a nuisance to the neighbours.
3. Not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises that which may compromise Gorefield Playing Field Association Management Committee (GPFA MC), its premises, fabric, contents or equipment.
4. Accept that the sale of alcohol will at all times be run and managed by the GPFA MC or its representatives who will adhere strictly to operating schedule and conditions of the premises licence granted under the Licensing Act 2003 by the Licensing Authority. The premises will at all times use "Challenge 25" for proof of age before alcohol is served. Signing of the hire agreement will be proof of acceptance of the conditions of hire and in particular the sale of alcohol.
5. Obtain permission from the GPFA MC for the consumption of alcohol on the premises, even if no charge is made, and be responsible for any resulting actions or damage caused by persons attending the premises.
6. Indemnify GPFA MC for the cost of repair of any damage done to any part of the premises and its contents during or as a result of the hiring. Damage or Vandalism, however slight, may incur a loss of deposit and extra charges if the deposit is insufficient to cover the repair or reparation. The Hirer will be held responsible for any insurance excess if a claim is made.
7. Ensure that no equipment other than that belonging to the Pavilion Hall is stored in the Premises, unless agreed by prior arrangement with GPFA MC.
8. Be responsible for the hygiene regarding any food prepared or served on the premises by the hirer or any other persons at the time of hiring.

### Health and Safety

During the Period of Hire the Hirer will:

1. Acknowledge and adhere to GPFA MC Health and Safety Policy a copy of which will be in the Policies Folder.
2. Ensure that the all Fire Exits are clear and know where the fire extinguishers and the fire exits are situated.
3. Ensure that kitchen surfaces are kept clear of any item not specifically used for food.
4. Ensure that no children are allowed into the kitchen.
5. Ensure that no animals, with the exception of assistance dogs, are allowed into the hall, kitchen or changing rooms.
6. Ensure that all equipment is only used by competent and, if necessary, properly trained personnel.
7. Ensure that no work at height is done by lone workers, eg hanging decorations.
8. Ensure that all injuries are recorded in the Accident Book.
9. Ensure that there is No Smoking anywhere in the premises in line with current UK legislation.
10. Ensure that no unauthorised electrical appliances are used unless by prior arrangement.  
(Evidence of PA Test may be required)

### Cancellation Policy

If the Hirer wishes to cancel the booking before the date of the event, and the GPFA is unable to obtain a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Management Committee.

### After Use the Hirer Will

1. Ensure that the kitchen, hall, toilets and surroundings are left clean and tidy, ready for the next user.
2. Ensure that all lights are turned off (check toilets and storeroom).
3. Ensure that all rubbish is removed from the premises and taken off the site.
4. Ensure that any problems or defects are reported to the Booking Officer or Treasurer

**If the Hirer is in any doubt as to the meaning of any of these conditions,  
please consult the Booking Officer.**

# GOREFIELD PLAYING FIELD ASSOCIATION

## APPLICATION FORM AND HIRING AGREEMENT

Full name of applicant (must be at least 18 years old)

Name of organisation/group/club (if applicable)

Address

Postcode  Telephone no  Mobile no

E-mail  Date required

Nature of function  Start time  Finish time

**Hire Charge:**  hours at £  per hour **Total Hire Cost:** £

(Period of hire should include any time needed for setting up, cleaning and clearing away and is available to hire from 08:00 to 02:00. **Please see deposit and hire charges on reverse**)

**Long term period of Hire:** days, dates and times are to be listed on a separate sheet of paper and attached to this agreement. Sporting seasonal hires although given preference will be subject to full committee approval.

**Hall:** Hall  Kitchen  Bar  Sound System  Overhead Projector  (select required)

**Pavilion:** Changing rooms and showers (select if required)

What time would you require the Bar to be opened  Approx Guest No

Caterer's name & contact number

Entertainment name & contact number

### **IMPORTANT NOTICE**

I apply for the hire of the above facilities from the Gorefield Playing Field Association on the date and times stated. ***I hereby agree to abide by the conditions of hire detailed within this document including the additional conditions regarding teenage parties.***

**Please make sure you have read them all before you sign.**

I agree to pay the security deposit and complete hire charge at least 14 days before the event (late bookings are at the discretion of the Booking Officer and responsible officer)

Signed by the Hirer  Date

(when completing the form as a pdf, entering your name as text is accepted as a signature)

Please make cheques payable to ***Gorefield Playing Field Association***

or you can pay online from your bank account to: (HSBC) Sort: 40-47-04 Acc: 21464949

Please quote your application number in the online reference:

(Your application number will be supplied when your completed form is returned to you.)

**Hirer note.** Although **GPFA MC** have their own Vulnerable Persons (Child Protection) policy and **CRB** clearances, **hirers**, where relevant, are expected to have their own and not rely on **GPFA MC** for this provision. **Hirers** are also warned not to rely on the **GPFA MC** insurance for their own third party risks.

**GPFA MC** agrees to permit the **Hirer** to use the Premises/Field whole or in part for the purpose and the period described above in accordance with the conditions of hire set out overleaf.

Signed on behalf of the GPFA MC  Date

# GOREFIELD PLAYING FIELD ASSOCIATION

## PRICE LIST FOR HIRE OF FACILITIES

	Gorefield Resident	Non Resident
<b>PAVILION</b>	<b>Hourly Rates</b>	
Changing rooms, showers and toilets Match days minimum 3 hours	£12	£15
Changing rooms, showers and toilets Training sessions	£12	£15
Training sessions, field only	Free	Free
Changing rooms, showers and toilets in conjunction with Hall hire	TBA	TBA
<b>HALL FACILITIES</b>	<b>Hourly Rates</b>	
Weekends and after 1800 weekdays	£15	£25
Weekdays up to 1800.	£12	£15
Weekend daily rate.	£250	£300
Under 12's Children's party any time	£12	£15
Registered Charities any time	£6	£12

All other rates to be authorised by the Management Committee.

### Notes

Bookings must be made in the name of the hirer in writing on this form (except for Local Authority and Official Organisations).

Residents may not book at resident rates on behalf of non resident hirers.

**Set up and clear away time will be included within the period of hire.**

### Payment

Full payment to cover the hire must be received 14 days prior to the hire date.

### Booking Deposit

A booking deposit of 10% (min. £10) (or the security deposit) should be paid to finalise the booking otherwise the booking is classed as provisional.

### Security Deposit

Gorefield Residents    £50

All other bookings    £100

The security deposit (cash or cheque) must be paid 14 days before the event and will be returned in full, subject to any deduction as a result of a breach of the hiring agreement, costs for additional cleaning or damage to the facilities. The amount deducted will be decided by the Management Committee.

**Please return completed application form (page 3) and payment to:**

Michael Humphrey, Aynsley Lodge, Allens Drove, Gorefield. PE13 4PD Tel: 01945 410644