

CONDITIONS FOR USE OF THE HYTHE SPORTS PAVILION

1. **Bookings**

All bookings must be by written application to the Town Clerk stating name and address of Organisers and the exact purpose of the intended use.

2. **Posters**

Posters or notices must not be affixed to any part of the Sports Pavilion, except on the Notice Board. Any damage caused by unauthorised fly posting will be charged for.

3. **Licences**

If alcoholic drinks are to be served a temporary events/licence may be required (refer to Shepway District Council, Castle Hill Avenue, Folkestone 01303850388) unless an appropriately licensed caterer is used. The appointed caterer must notify Shepway District Council if selling alcoholic drinks.

Special activities such as Lotteries or cash collections require special consent (refer Shepway District Council).

Organisers must verify in advance whether any other permissions or Licences are required by reason of the proposed activity. Attached with this conditions of use agreement are the licensed activities & times & durations agreed with the Licensing Authority. These licensing conditions must be adhered to at all times.

No hot food or drink is to be served after 11.00pm and the premises must be vacated by 11.30pm at the latest, with the exception of New Year's Eve.

No children are permitted on site under the age of 16 without a responsible adult whilst licensed activities are taking place.

4. **Interior**

The Sports Pavilion is strictly a No Smoking Zone and naked flames (i.e. candles) are also strictly forbidden. No smoking is permitted within the curtilage of the building.

All hirers of Town Council property are responsible for ensuring that all electronic and electrical equipment brought in for use has been PAT tested on an annual and up-to-date basis.

Prior permission is required for the use of electrical apparatus other than that already in the Sports Pavilion.

Tables must be covered if anything is to be placed on them which could cause damage.

The use of crockery can be arranged by prior application and must be left in a clean condition.

Organisers must accept responsibility for any loss or damage.

The fixing of balloons or other decorations to the cedar cladding is strictly prohibited. Hirers will be charged for any damage which ensues from any breach in this condition.

5. Organisers will be expected to take all necessary measures to ensure that the event is carried out in an orderly fashion and that no danger, nuisance or annoyance will be caused; and that all items brought in for the event are removed from the premises at termination and that the premises are left in a clean and tidy condition. All parties to leave the building quietly. A £50.00 returnable deposit to ensure this condition is adhered to shall be charged.
6. Organisers will be held liable for any damage occurring to the building or its contents.
7. **Access**
Access at the time booked will be made available by the Caretaker, who must be notified at the end of each event in order to secure the premises.

Your notice is drawn to items 4 and 5 of these conditions and especially with reference to the use of the tables. It is suggested that proper covering be provided by the user for any tables used in the Sports Pavilion and the Caretaker will check the property and contents before and after use and any damage will be charged to the Organisation using the Sports Pavilion for that occasion.

8. **Security**
The alarm system must be set and operating whenever the building is unoccupied. The Caretaker will deal with this in the presence of the hirer at the end of the event. Two people, one representative from the hirer and one from Hythe Town Council or its agent must be present when the building is secured after each event.

During private meetings, not open to the public, it is recommended that the Sports Pavilion front doors should be secured so as to prevent unauthorised access.

9. When the Sports Pavilion is in use the security CCTV system must be switched on and operating in the record mode.
10. Users are recommended to ensure they have a mobile phone for use in emergency and other circumstances.
11. **Fire evacuation procedures**
Fire evacuation notices and fire exit signs are clearly displayed. Please ensure that you are familiar with the location of the fire extinguishers at the commencement of the event. Please note that the emergency exit is via the external fire escape adjacent to the kitchen. **The assembly point for evacuation is the Pavilion Car Park.**

12. **Indemnity**
In good time before the event the Organisers must give Hythe Town Council, in writing, a full indemnity of £5,000,000 against all costs, claims or demand which may be made against the Town Council, by reason of, or arising from, or connected with their use of the Sports Pavilion. Users/Contractors on Town Council property must provide their own risk assessments for submission to the Town Council in advance of the event.

13. **Completion of Form**
This form must be duly signed & completed & returned to Hythe Town Council prior to the event's taking place.

On behalf of the Organisers I have read and agree the above Conditions.

Signed Dated

on behalf of (Organisation)

Emergency only contact number: Caretaker - 07848398805