



STARCROSS PAVILION HIRE AGREEMENT (non-corporate)

NAME:

DATE(S) REQUIRED:

ADDRESS:

TIME REQUIRED:

EMAIL:

TEL. NO:

ORGANISATION :

PURPOSE OF HIRE:

The Starcross Pavilion offers a spacious hall with tables and chairs available to accommodate up to 50 people. There is a fully fitted kitchen with fridge, microwave and cooker; central heating; toilets and separate disabled toilets, and large car park bordering a large sports field. In addition, we are able to provide refreshments.

Hire Fees:

- The Peacock Cookson Room is Free to small Starcross groups for discussions or meetings
- Community hire - £15.00 per hour (inclusive of VAT)

(FOR CORPORATE ALL/HALF DAY BOOKINGS, PLEASE SEE CORPORATE HIRE AGREEMENT)

You will be met by a Representative or Caretaker on arrival who will unlock the premises for you and who will also meet you and lock up after your booked session.

I confirm that I have read, and will comply with, the Conditions of Hire of the Pavilion Hall.

Please return this form to:

*Suzanna Hughes, Clerk to the Council, 16 Westwood Cleave, Ogwell, Newton Abbot, TQ12 6YE
Email: starcrosspcclerk@gmail.com
Tel: 01626 330311*

Please retain the conditions of hire for your records.

Signed:_____

Date:_____

NOTE: if your booking is for regular use you will only be required to sign this form once a year or whenever there is a change in the hire conditions

We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Your personal data will be processed in accordance with our full Privacy Policy which is available to view at <http://www.starcrosspc.org.uk/Starcross-PC/UserFiles/Files/General%20Privacy%20Notice.pdf>



STARCROSS PAVILION CONDITIONS OF HIRE

Please ensure the following:

Premises, including the kitchen, to be used correctly and left clean, tidy and fully secured with all lights switched off and contents returned to correct locations. Waste must be removed and properly disposed of.

Insurance cover for your activities is in place, consult with Parish Clerk (see below).

The premises are only to be used for the booked period of time and for purposes described in the hire agreement.

Temporary events notices are applied for and council is notified of the application.

Risk assessments relating to activities are carried out and first aid arrangements are made.

That those attending your event park responsibly and do not obstruct the public highway, the car park or access of.

Please don't

Obstruct doors and passageways or lock doors whilst the premises are in use, **under no circumstances** are the external shutters to be lowered when the premises are occupied.

Use drawing pins, Blue Tak or Sellotape on the walls and/or doors.

Allow smoking / vaping or bring pets into the premises.

Carry out any unlawful or dangerous activity or allow excess noise to cause disturbance to adjacent properties.

Please note:

Hirers will be entirely responsible for the premises it's contents and those using the premises during the period of hire, hirers are responsible for cost of repairs through damage or extra cleaning.

The Parish council reserves the right to cancel and will refund the hire charge but will not be responsible for other losses resulting from cancellation.

Hirers will be responsible for 50% of hire charge if cancellation is within 48hrs of booked time, failure to notify will result in no refund unless the circumstances are beyond the hirer's control.

Such cases will be considered on a case by case basis.

Any electrical equipment brought to the premises by the hirer, or those booked by the hirer, must be in safe and good working order or show proof of a PAT test.

Please notify any breakages or faults to:-

Suzanna Hughes, Clerk to the Council, 16 Westwood Cleave, Oggwell, Newton Abbot, TQ12 6YE

Email: clerk@starcrossparishcouncil.gov.uk

The hire of the Pavilion Hall is entirely at the discretion of Starcross Parish Council.