

**LITTLE MARLOW PARISH COUNCIL**  
Pavilion - Standard Conditions of Hire

- 1. THE HIRER** will during the period of hire be responsible for the supervision of the premises, the fabric and the contents, and their care, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway and the entrance to the car-park.
- 2. THE HIRER** shall not sublet or use the premises for any unlawful purpose or in any unlawful way, nor do anything to bring onto the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic drinks without the written permission and agreement of the Council.
- 3. THE HIRER** shall indemnify the Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring or as a result of the hiring. A damage deposit may be required which will be refunded if the Council are satisfied that there is no damage or contravention of the hiring conditions.
- 4. IF THE HIRER** wishes to cancel the booking before the date of the event and the Council is unable to conclude a replacement booking, the question of the payment or the prepayment shall be at the Council's discretion.
- 5.** At the end of each hiring, **THE HIRER** shall be responsible for leaving the premises and surrounds, including the car-park, in a clean and tidy condition, all waste material removed and properly disposed of, and the facilities properly locked and secured unless directed otherwise, any contents temporarily removed from their usual positions properly replaced, otherwise the Council shall be at liberty to make an extra charge.
- 6. THE COUNCIL** reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary, European or Local Government election or by-election in which **THE HIRER** shall be entitled to a refund of any deposit or hiring fee already paid.
- 7.** In the event that the Hall or any part of the building being rendered unfit for use, the Council shall not be liable to **THE HIRER** for any resulting loss or damage whatsoever.
- 8. THE HIRER** shall if required by the Council or its agents, agree to additional conditions relating to supervisory staff for any event..
- 9. THE HIRER** must supply details of his/her name and permanent address and must be over 18 years of age, and if acting for an organisation, must supply full details of the address and charitable status (if applicable) of that organisation, and the nature of that organisation.
- 10. THE HIRER** must not erect tents, stalls etc. on the grounds, nor bring vehicles onto the grounds except as agreed in advance with the Council.

**11. THE HIRER** must conduct the event so as to cause no annoyance or nuisance to any other users of the grounds and facilities, or to adjoining residents. It should be noted that noise can be considered a statutory nuisance under the Environment Protection Act 1990. You must ensure that noise is never excessive and that no statutory nuisance is caused. Information on noise levels may be obtained from Wycombe District Council.

**12. THE COUNCIL** accepts no responsibility or liability for any loss, damage or injury that may occur to the property of **THE HIRER** or any person or persons using the facilities provided except where such injury or damage to any such persons arises as a result of the Council's own negligence.

**13. THE COUNCIL** reserves the right for any of its duly authorised officers to enter the premises at any time for ensuring that the Conditions of Hire are being complied with.

**14.** It is the responsibility of **THE HIRER** to keep dogs under control and to ensure the removal and correct disposal of dog faeces in compliance with local by-laws. Dogs, except guide dogs, are not permitted inside the Pavilion.

**ALL PARTS OF THE PAVILION ARE A NO-SMOKING AREA.** If smoking takes place outside the building, please dispose of cigarette ends properly.

The Pavilion does not have an alcohol licence, and alcohol and tobacco may not be sold on the premises.

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The Council agrees to permit the Hirer to use the premises known as The Pavilion, Recreation Ground, Church Road, Little Marlow for the purposes of and the period described below:

The Council- Little Marlow Parish Council  
The Pavilion,  
Church Road  
Little Marlow  
Bucks  
SL7 3RS

Hirer's name .....(Please Print)

Organisation if applicable.....

Address:.....

.....Telephone number.....

Email address (regular hirers only).....

Purpose of Hire .....Hiring Fee.....

Damage Deposit (if required).....(returnable only after inspection and clearance)

Date of Hire.....Time.....Hirer's signature.....