

PAWLETT SPORTS PAVILION

Function Room Hire Agreement

All bookings must be approved by the committee once the contract is completed.

Only members can book the function room. They must be a member for at least two days before the booking is confirmed. They can become a member at the time of booking.

A non-refundable deposit must be paid at the time of booking.

The function room must be cleaned after the event and left as you found it.

Contact name

Membership No:

Email

Tele:

Date of Event

Type of Event

Time of Event From to

Number of people attending

Number of members

Catering

Hirer

☐

Pavilion

☐

Decoration of Room

Hirer

☐

Pavilion

☐

Entertainment

Hirer

☐

Pavilion

☐

Cost of function room hire £..... **Catering** £..... **Decoration** £.....

TOTAL DUE £..... **Non Refundable deposit paid £25** Date

The outstanding amount must be paid at least one week prior to the event Date

Special Requests

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I have received a copy of the terms and conditions.

Signed Hirer **Signed Pavilion**

Date

August 2026

PAWLETT SPORTS PAVILION

TERMS AND CONDITIONS

This Function Room Hire agreement conditions are binding upon any person, club, society or organisation hiring the function room at **Pawlett Sports Pavilion**.

Applications

The person hiring the function room must be a member for at least two days before the booking is confirmed. They can become a member at the time of booking.

Bookings will only be accepted by a member of the Pavilion and in person, following receipt of a signed hiring form.

The facilities may only be used for the purposes and period stated on the form.

Payment of Charges

A non-refundable deposit must be paid at the time of booking.

The outstanding payment for the hire of the room must be made at least one week prior to the event.

Any additional costs incurred outside of the contract must be paid at the time of the event.

Limits of accommodation

The number admitted to the function room must not exceed 150. The Hirer shall be responsible to ensure these limitations are observed.

Drinks are not allowed to be brought in and consumed on the premises unless prior arrangement has been made. These may be subject to corkage charges.

Use of illegal drugs and other illegal substances are strictly prohibited on Club premises.

Any person attending the Club who appears to be intoxicated or under the influence/possession of illegal drugs will be asked to leave the premises.

Cleaning

All waste and equipment/decorations not belonging to the Pavilion must be removed after the function. The room and any other facilities the event has used must be left clean and tidy and as you found them when you arrived to use the room/facilities.

Children's Parties

Our safe guarding policy states that children are under the care of parents, guardians and their sports club managers. A suitable number of adults must be present during children's parties, this is the responsibility of the hirer.

Our safeguarding policy is available for you to read.

Damage to premises or equipment

The Hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the Club premises and caused by the Hirers use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the Club to their original condition shall be assessed by the Club. No screws or nails shall be driven into walls, floors or ceilings of the

premises, fixtures and fittings. The Hirer shall leave the premises in a clean and tidy manner. In the event of damage payment for costs of repair or replacement will be incurred by the Hirer.

Injury to persons and damage to property

The Club will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the Club) on the Club's premises or land, howsoever caused. The Hirer shall indemnify the Club, against any claims, which may be made in respect thereof. Any accident must be reported to the Club as soon as possible after its occurrence, but in any event, prior to departing from the Club premises and details must be recorded in the Clubs accident book.

Decorations and fixings

No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without prior agreement of the Club.

The use of confetti, streamers, party poppers, sequins is not permitted in the club without prior agreement. Some of these may be subject to an additional cleaning charge.

Removal of equipment

The Hirer and/or contractors or others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the hire period.

Lighting and other electrical equipment

No additions or alterations to the lighting, loud speakers, microphones or other electrical arrangements may be made without the written consent of the Club. Pyrotechnics of any sort must not be used without the written consent of the Club. No electrical apparatus may be brought on to the premises unless the Club is satisfied that the equipment has been checked and passed in accordance with Health and Safety Regulations. The Club reserves the right to request copies of proof of certification of safety for such equipment.

Fire safety

No smoking is allowed in any part of the building. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire -fighting equipment except in the case of an emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closures. The Hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency. Materials used in the construction of items or costumes or other apparatus brought on to the premises by the Hirer, should be treated and maintained in a fire retardant condition in accordance with current legislation.

Insurance

The Hirer may be required to provide evidence of appropriate Public Liability Insurance. The Hirer shall not do, or permit to be done, anything which, in the opinion of the Club, is not covered by its policy or policies of insurance in relation to the use of the premises, or which will cause any increased or extra premium to be payable, without the written consent of the Club.

Animals

With the exception of guide dogs, no animals shall be allowed to enter the function room without the Club's permission.

Disorderly or dangerous conduct

Any booking which, in the opinion of the Club, may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on written notice to the Hirer. The Hirer shall not allow any disorderly,

dangerous or improper conduct, or conduct which may endanger personnel, equipment, fixtures or fittings provided within the Club's premises, during the course of the hiring. The Club may order the immediate, total or partial, clearance of the premises, if it considers such action to be necessary. The Hirer shall be liable for any extra expense that the Club may incur by engaging Police Officers to preserve law and order.

Parking area

All vehicles and property are left in the parking area entirely at the owner's risk and the Club will not accept responsibility for any loss or damage howsoever caused except where arising from the Club's negligence.

Compliance with conditions

In the event of the refusal to comply with these conditions or any reasonable instructions given by the Club, the Hirer and any persons attending the functions may be excluded from the premises.

Complaints

Any complaint connected with the hire of the premises should be made to the Club within seven days of the function.

The Club reserves the right to amend or vary these conditions or impose additional conditions without notice and will provide details of any changes to the Hirer.

The hiring of the function room at the Club is not confirmed until the Hire Agreement has been signed and agreed by both parties and returned to the club.

PAWLETT SPORTS PAVILION
HIRING OF FUNCTION ROOM

PRICE LIST

Function Room	Full day	£ 75
	Extra day for setting up	£ 25
	Half a day	£ 50
	Two Hours	£ 20
	Room hire meetings/wakes	£ 35
	Decoration	£ 20
	Catering	Price on request
Non-refundable deposit on booking		£ 25