



Sturminster Newton Town Council

Hire of the Pavilion

Charges & Conditions of Hire - 2016 / 2017

Charges

The pavilion can be hired by the hour.

The charge is £5.00 per hour.

The cost of hire includes the use of the kitchen area, tables and chairs if required (the changing rooms/recreation field, which would include sports pitches can be hired separately at an additional cost).

If you are hiring the pavilion you will need to collect a key in advance. The key is available for collection the day before hire between 9.30am -12.30pm from the Council office.

Please return the key to the council office the following morning.

After the event an invoice will be sent to the named contact on the booking form (unless a prior arrangement has been made). Payment is appreciated within 14 days). Payment can be made by cash, cheque or bacs.

Conditions of Hire

No smoking is permitted on the premises.

Alcohol may be consumed in the pavilion but it is not to be sold on the premises or supplied to persons under the age of 18.

The pavilion is heated via a gas radiator which can be turned on or off via the switch on the wall next to the boiler in the disabled toilet.

In the event of fire please exit onto the recreation ground and follow the fire evacuation plan which is located near the fire exit door.

The Council accepts no responsibility for the damage or loss of personal items. The use of the Chamber cannot be supervised by the Council; the safety of all persons present is therefore the responsibility of the hirer and not the Council.

At the End of the Session

The pavilion, including the kitchen and toilets must be left clean and tidy.

All rubbish and any items brought into the premises must be removed.

Chairs and tables are to be left as found.

Please check that all the lights are switched off, the windows closed and the main door locked behind you on exit once the last person has vacated the premises.

Any other requirements please ask a member of staff in advance of the event.

In case of an out of hours emergency please call 01258 475413