

# BOOKING FORM FOR HIRE OF EGERTON PAVILION

Booking Clerk: – Tel: 01233756577

Egerton Playing Fields Committee agrees to allow the person signing below to hire the Egerton Pavilion “The Pavilion” for the purpose specified below, subject to full and satisfactory completion of this form and in accordance with the terms and conditions detailed below.

the Hirer

(Full name)

Agree that I am over 18 years of age and that I agree to hire the Pavilion on behalf of

Organisation

on  From  To  The hire period  
Date Start time Finish time

For the purpose of

Intended activities

(Hire Costs £7.50 per hour for those living in the village and £10.00 per hour for anyone living outside of the village)

I agree to pay the fee of £  per hour on demand and accept the conditions of hire as set out below.

## CONDITIONS OF HIRE

1. The hirer is responsible for the orderly behaviour of persons using the Pavilion.
2. The hirer is responsible for any liability arising from damage loss or injury to persons or property, whether arising through accidental or wilful misconduct or through the negligent acts or omission of any person connected with the hire of the Pavilion.  
**(N.B. All groups using the Pavilion are advised to arrange liability insurance covering the own activities. Individuals hiring for birthday parties etc. are advised to check with the own household Insurers, as in the majority of cases, such cover is automatically included under the standard household package insurance policy)**
3. The Pavilion must be left in a clean and tidy condition, and the Hirer must undertake to reimburse the cost of replacing or repairing and damage to the premises, fixtures and fittings, which may occur during the period of hire. **Pavilion bins are for the exclusive use of the Cricket and Football Clubs. As there are no refuse collections from the Pavilion, you MUST take away any rubbish you create.**
4. The Hire is responsible for ensuring that **NO SMOKING** is allowed in the Pavilion.
5. The Hirer is responsible for returning any keys, or other equipment made available by or on behalf of Egerton Playing Fields Committee in connection with the hiring of the Pavilion. Any keys or equipment shall unless otherwise agreed between the Hirer and an authorised representative of Egerton Pavilion subcommittee, be returned immediately at the end of the hire period and the Hirer will pay for any costs arising in connection with the late or non-return of such keys or other equipment.
6. The hirer must obtain permission from the committee before putting any equipment in the storeroom or pavilion. Any item of portable electrical equipment in the pavilion must have a current PAT test certificate, a copy of which must be provided.
7. The hirer must not fix items to the walls as this may damage electrical wiring and could result in a fatal electrical shock.
8. The building shall not be used for any activities, events or functions which involve the use of amplified sound/music unless it is being used in relation to the authorised use of the recreation ground for sporting activities.
9. Water temperatures are controlled to reduce legionella risk. Hirers must not change water temperature or timer settings for the hot water cylinders. Please inform the Booking Clerk if the hot water is not heating properly or there are any other problems with the system so that appropriate action can be taken.

## FIRE PRECAUTIONS

The Hirer of the Pavilion should know how many people are present in the building.

The Hirer must Inform all those present that: -

- In the event of a fire **the evacuation muster point is to the centre of the cricket pitch**
- There are 4 smoke Alarms in the building three in the main corridor and one in the kitchen.
- Do not assume an alarm is “only a test.”
- There are no fire alarm call points.
- There are extinguishers at the front door and back door and fire blankets and an extinguisher in the kitchen.
- The fire evacuation routes are through either the front or rear door at each end of the corridor.

**If a fire is discovered shout “Fire, Fire, Fire” ensuring everyone in the building hears.**

- **Exit the premises through the nearest exit.**
- Exit immediately, do not return for personal items. If possible, inform others of the evacuation. If possible, help others evacuate.
- At the muster point count to make sure all are present.

### Call 999

Inform the emergency services that there is a fire at:-

Egerton Sports Pavilion

Rock Hill Road

Egerton

Ashford

Kent TN27 9DW

Signed

Electronic signature optional

Address

Telephone  
Number

Return form via email to [egertonpavilion@outlook.com](mailto:egertonpavilion@outlook.com) or deliver to “Sunnybank”, Rock Hill Road, Egerton TN27 9EA