



WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED
Parish Council Office, The Pavilion, The Street,
Walberton, Arundel, West Sussex, BN18 0PJ
Tel: 01243 554528
email: clerk@walberton-pc.gov.uk
www.walberton-pc.gov.uk

Walberton Pavilion/Recreation Ground – Booking Form

GDPR – data protection. Walberton Parish Council takes data protection seriously. We will only ask for specific details relevant to safeguard the security of your hire and our premises/grounds, these details will be securely and electronically stored on the Parish Councils system.

Please indicate whether you are hiring the:

Pavilion	
Recreation Ground	

Please tick the appropriate box

Please indicate which category of hirer you are by ticking the appropriate box, below

Pavilion hire - Commercial, Family Gatherings/Parties, Group Meetings	£6 hr.	
Recreation ground -		

Please state the purpose of the hire, date and hire times:

Date & Hire period:

- There is a damage deposit of £50 to be paid at time of booking, to confirm the booking, date and time.
- The keys can be collected from the Parish Council Office at the Pavilion, Walberton during normal office hours (Tuesdays and Thursdays, 9am to 12 noon). They should be returned at the next available office time after last use.
- The use of a bouncy castle is only allowed if evidence of public liability insurance is provided before the hire commences.

Walberton Parish Council Bank details for your payment:

Account name: SLA Walberton Parish
Account number: 24326186
Sort code: 60-05-24 (NatWest)
Reference to use should be: **Pav** (followed by your name)

I hereby undertake and agree to indemnify the Parish Council from and against all liability for injury (including death), damage, loss, costs and expenses which may arise as a result of this permission, provided always that such liability shall not extend to personal injury caused by the act or neglect of the Parish Council.

I agree to these terms of use and confirm that I have read and agree to the Terms and Conditions:

Name (please print): 	Signed:
Email: 	Tel No:
Address: 	Postcode:
Received by WPC: Name:	Date

Walberton Pavilion/Recreation Ground

Booking Terms & Conditions

Walberton Parish Council has a policy of maintaining the amenities to a high standard for the enjoyment of all users and these Terms & Conditions are intended to ensure this is achieved

Summary

Terms & Conditions in five steps

1. You must book the amenities and only use it at the booked times
2. Treat the amenities with respect
3. Advise management of any issues or damage
4. Everything you bring in – take away with you
5. Leave the building secure and as you would wish to hire it and the recreation ground free of litter or debris.

General Information

- Use of the amenities is restricted to the times specified in the Booking Confirmation Form. This needs to include time for setting up and clearing away.
- The Pavilion key is available once booking is confirmed, and the damage deposit paid.
- There is disabled access to the building and the recreation grounds for those with mobility issues.
- Car Parking – please park in the marked bays in the car park
- The amenities are in a residential area, hirers are asked to respect this and ensure that noise levels and disturbance are kept to a minimum
- The Pavilion is not licensed for the sale of alcohol, the sale of alcohol at private functions is NOT PERMITTED
- Walberton Parish Council reserves the right to cancel ANY hire at any stage if there is a clear breach of the Terms & Conditions. Walberton Parish Council will not be responsible for any expenditure or loss due to the cancellation.
- Please note: A charge of 50% of the hire charge will be made if the hire is cancelled within 7 days of the hire commencing. All cancellations to be made to clerk@walbertonparishcouncil.gov.uk

Health & Safety

- It is the intention of Walberton Parish Council to comply with all Health & Safety Legislation and to act positively to prevent injury, ill health or any danger arising from its activities and operations
- Employees, Hirers and visitors are expected to recognise it is their duty to comply with all safety requirements set out in these Terms & Conditions, and with any safety notices on the premises. It is further required that they will do everything they can to prevent injury to themselves and others, whilst on the premises.
- Hirers are responsible for carrying out their own Risk Assessment and documenting it accordingly.

For Accidents & Emergencies please follow the signage in the premises. The following practices must be followed for the Pavilion

- All emergency exits must be kept clear, throughout the hire

- Do not touch any electrical equipment where there are signs of damage, exposure of components or water penetration.
- Do not work at height without properly secured access
- Do not attempt to carry or empty the urn whilst hot, let it cool
- Report any evidence of damage or faults to electrical equipment or to the fabric of the building to the Parish Clerk, clerk@walbertonparishcouncil.gov.uk

Use of the Pavilion Facilities

- Notify the clerk@walberton-pc.gov.uk of any issues immediately
- Clear up any spillages immediately and report them to the parish clerk
- The use of all equipment is included in the hire rate for the Pavilion
- Do not staple, pin, or use strong adhesive to adhere decorations to any part of the premises
- Bouncy Castles/or similar – users must ensure they have adequate insurance for the use of this equipment

Clearing Up

- Please clear away all decorations, unwanted food, paper etc.
- Please return all catering equipment to its allocated space, cleaned, dried and in a condition to be safely used by the next hirer
- Chairs and tables to remain in the main Hall and stacked when leaving the Pavilion.
- Turn out all lights in the main hall and Kitchen
- Empty the Fridge/Freezer of all your food and drinks and take them with you.

Disposal of Waste

- Hirers are encouraged to take their waste with them when they leave, this helps reduce the Pavilion costs. There is a general waste bin by the car park and village hall.
- If using the kitchen bin, ensure it has a liner inserted before use and that the bin is clean and empty when you leave.
- A cleaning/clear up fee of £25 will apply if there is any waste left on site and not appropriately disposed of.

Kitchen

- No children (under 16) allowed in the Kitchen without adult supervision
- The use of all kitchen equipment is included in the hire
- Hirers are expected to provide their own tea towels, wash-ups, carving board & kitchen knives, as these are not provided by the Parish Council
- Empty the urn, if you use it
- Mop the kitchen floor before vacating the building

Activities involving children

Walberton Parish Council welcomes the opportunity to hire the premises to organisations and individuals, where the main users are children/teenagers. The following requirements are necessary with due regard for Health & Safety and avoiding unnecessary damage to the fabric of the building.

- Children under 16 are not permitted in the kitchen without adult supervision

- Any organisation hiring the premises for children's activities must produce a Risk Assessment and a safe-guarding policy, at the confirmation of hire
- Playing ball games inside the premises is discouraged, but if played **MUST** be supervised by an adult
- Any organisation storing equipment on the premises, **MUST** obtain prior consent as to the location and quantity. Equipment left on the premises is entirely at the owner's risk, being cognisant of other users, Walberton Parish Council takes no responsibility for third party equipment stored on the premises.