

# BIDDENHAM PAVILION HIRING AGREEMENT

This agreement is made between Biddenham Parish Council (2) and the Hirer named below, whereby, in consideration of the sum(s) mentioned (7).

Contact name:

Name of organisation where applicable:

Address:

Contact phone numbers:

E mail address

A. Biddenham Parish Council agrees to permit the Hirer to use the premises (4) for the purpose (5) and for the period(s) described below:

1. Date required: Day(s) Date(s)

Time Required: From To

Total Number of Hours for Hire Period:

2. **Biddenham Parish Council**

(a) Authorised Representative: The Parish Clerk, Mrs Alison Southern

4. **Premises:** BIDDENHAM PAVILION

MAIN HALL

Kitchen YES/NO

5. **Purpose of Hiring:**

No. Attending

6 Is music to be provided at the event YES/NO

7. **Charges:**

Total Hiring Fee: £

**Separate £50.00 breakages/damage deposit**

\* Note deposit cheque will be held and refunded to you after the event providing no damage, loss or public nuisance has been caused to the premises and/or contents during the period of the hiring as a result of the hiring, and the hall is vacated by the time stated in this agreement and is left in the same condition as found.

Booking Fee £

*Payable on the signing of this agreement.*

& separate Breakages Cheque **Due at time of booking**

**Cheques made payable to "Biddenham Parish Council"**

**Please note the hire Fee can be paid by BACS – please indicate on booking form if payment made by BACS and quote your surname as the reference:**

**Account Name: Biddenham Parish Council**

**HSBC – Sort Code 40 10 02 – Account No 81078089**

**REMEMBER THIS IS A FACILITY IN THE HEART OF THE COMMUNITY**

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## B

1. The hirer agrees with Biddenham Parish Council to be present during the hiring and to adhere to the provisions and stipulations contained or referred to in the "CONDITIONS OF HIRE", receipt of a copy of which is acknowledged by the hirer.
2. It is hereby agreed that the "CONDITIONS OF HIRE", referred to above, together with any special conditions in the Schedule below shall form part of the terms of the Hiring Agreement unless specifically excluded.

**As Witness** the hand of the parties hereto:

..... Date .....

Signed by the person named at 2(a) above on behalf of the Biddenham Parish Council

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement.

**PLEASE SIGN AND RETURN ONE COPY TO THE CLERK, C/O 77 CURLEW CRESCENT, BRICKHILL, BEDFORD MK41 7HY**

..... Date .....

Signed by the hirer, or where applicable on behalf of the organisation named

**Note: Person(s) signing must be 21 years of age or over**

## Schedule of Special Conditions

### YOU MUST

- Vacate the Hall at the stated time and leave the premises quickly and quietly.
- Leave the premises as found with all chairs and tables returned to their original positions in a clean condition, floors must be swept and kitchen surfaces wiped and left in a clean state. All rubbish must be placed in bin liners and taken out to the large grey bin located in the car park. Ensure any crockery used is washed, dried and returned to cupboards after use. Ensure all lights are switched off before vacating the building. Ensure all fire exit doors are closed.
- Have consideration for neighbours and keep noise to a minimum on leaving the building and when in the car park

### YOU MUST NOT

- Set off ANY fireworks either in the hall or on the Playing Field or surrounding area without written permission from Biddenham Parish Council and obtaining the relevant insurance cover.
- Consume ANY alcohol outside the front entrance, car parking area or playing field at the rear of the building
- Allow children onto the cricket pitch (the square)

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**BIDDENHAM PAVILION  
HIRING AGREEMENT**

**FIRE INSTRUCTIONS**

**If you discover a fire**

1. Immediately sound the Alarm by actuating a call point

**On hearing the Alarm**

2. Evacuate the building, all guests to assemble on the green outside the main gate.

**KEEP THE ROAD WAY CLEAR OF PEOPLE AND VEHICLES**

3. The responsible person to call the Fire Service (999) immediately  
The building address is **Biddenham Pavilion, Deep Spinney, Biddenham  
MK40 4QP**

DO NOT Stop to collect personal belongings

DO NOT re-enter the building until the Fire Service say it is safe to do so

4. Contact the parish council to inform them of the incident

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# BIDDENHAM PAVILION HIRING AGREEMENT

## HIRING OF THE PAVILION

The Pavilion is available to hire and the charges are listed below. **We do not accept bookings after 6:30pm** with the exception of evening meetings, **charitable functions** and exercise classes.

| DAY OF WEEK                       | COST PER HOUR | BOOKING DEPOSIT |
|-----------------------------------|---------------|-----------------|
| Monday – Friday<br>9am-6:30pm     | £13.50        | £50.00          |
| Saturday and Sunday<br>9am–6:30pm | £27.00        | £50.00          |

### Children's Parties (under 12's)

\* please note the children's party rates refer to maximum of 30 guests as these are subsidised rates – other family celebrations i.e. christenings, anniversary lunches are charged at hourly rates as above.

|                   |   |                                    |
|-------------------|---|------------------------------------|
| Saturday & Sunday | 4hrs total cost £38.00<br>Includes use of kitchen | Booking Deposit<br>£50.00 required |
|-------------------|---|------------------------------------|

For all bookings in the first instance please email your enquiry to:

[biddenhampavilion@hotmail.co.uk](mailto:biddenhampavilion@hotmail.co.uk) or [clerk@biddenham-pc.org.uk](mailto:clerk@biddenham-pc.org.uk)

Alternatively, please contact the Clerk, Mrs Alison Southern on 01234 406099 Wednesday – Friday (office hours) – an ansaphone is available

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